

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: CERTIFIED MEDICAL ASSISTANT
DEPARTMENT: MEDICAL
SUPERVISOR: REGISTERED NURSE SUPERVISOR
CLASSIFICATION: FULL TIME NON-EXEMPT

POSITION SUMMARY:

The Medical Assistant will assist the medical team in the treatment and care of patients. organizing clinic flow, including patient and document flow in order to maximize efficiencies in patient care and record keeping in the medical clinic.

ESSENTIAL JOB FUNCTIONS:

- Takes and records temperature, blood pressure, pulse and respiration rates.
- Prepares patients for and assists with examinations.
- Administers injections and medications, audiometer, vision testing and performs EKGs.
- Performs routine lab testing (urine, HCT).
- Assists with medical procedures and minor surgeries.
- Dresses wounds and incisions.
- Administers specified medication and notes time and amount of patient charts.
- Maintains records of vital statistics, immunizations, and lab specimens. Lab reports and other pertinent data regarding patient care.
- Relays physician's instructions to patients.
- Gives specific patient education on diabetes self-care and wound care.
- Coordinates services with other health care providers.
- Prepares examination/treatment rooms for patient use.
- Cleans and sterilizes instruments and equipment.
- Maintains stock of supplies and medications in rooms.
- Participate in public health and outreach programs.
- Performs related tasks as directed.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Proof of Certified Medical Assistant Training.
- Prior experience in a medical clinic or office.
- CPR certification

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Vision: Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing up to 60 pounds. Stooping / Kneeling: Ability to provide patient care, access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach

with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical instruments and equipment, including x-ray, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC.

Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date

Board Approved 2010