



Medical Assistant

Department: Health Center
Supervised By: Health Center Manager
Supervises: N/A
Location: Health Center
FLSA Status: Non-Exempt

ORGANIZATIONAL OVERVIEW

The Achievable Foundation (aka "Achievable") is a nonprofit Federal Qualified Community Health Center whose mission is to provide high quality, integrated care to individuals with intellectual and developmental disabilities, their families, and other vulnerable populations.

DESCRIPTION

Responsible for providing front and back office support in a community health center whose emphasis is delivering healthcare to individuals with developmental disabilities and other vulnerable communities.

QUALIFICATIONS

- Must have Medical Assistant certificate as well as demonstrate having received the necessary instruction in Venipuncture, EKG, and Vital Signs.
- Must possess current CPR card. Must have knowledge of medical terminology and basic anatomy.
- Must have the ability to document information consistently, timely, and accurately.
- Ability to administer immunizations and accurately log lot numbers, expiration dates, and doses.
- Must demonstrate proficiency in the proper use of equipment such as EKG and Pulse Oximeters.
- Ability to perform visual acuity tests as well as other basic screening tests.
- Working knowledge of a family practice setting. Ability to work with pediatrics as well as adults.
- Must have a good working knowledge of personal computer applications and be able to type at a moderate speed; knowledge of an electronic health record is a plus.
- Ability to maintain patient confidentiality and adhere to HIPAA regulations.
- Must be able to interact with people of various socioeconomic status.
- Ability to address sensitive issues with tact and diplomacy.
- Must be bilingual in English and Spanish.
- Strong communication skills both verbal and written are required.
- Must possess an understanding of private and public health plans.
- Must have a basic understanding of ICD-9 and CPT coding. Working knowledge of the various programs such as VFC, CHDP, CPSP, FPACT, and PE is strongly preferred.

RESPONSIBILITIES

- Deliver excellent customer service while interacting with patients, their caregivers, and other guests of The Achievable Foundation.



- Perform direct patient care that falls within the Medical Assistant Scope of Practice.
- Maintain the safety, comfort, and privacy of the patient.
- Accurately take medical history, vitals, and document patient complaints in an electronic medical record in a timely manner.
- Show patients to their room and conduct the necessary preparation prior to the medical exam.
- Assist provider as needed during the examination and treatment of the patient.
- Act in the best interest of the patient by providing patient centered care.
- Relay any instructions the provider has left for the patient.
- Provide translation services when needed.
- Keep rooms stocked, clean, and neat at all times.
- Dispose all contaminated supplies and clean surfaces with approved anti-bacterial agent as per protocol.
- Clean and sterilize equipment and consistently adhere to infection control policies and procedures.
- Operate electrocardiogram (EKG) and other equipment to administer routine screening tests.
- Give subcutaneous, intradermal and intramuscular injections and inhalation treatments under the close supervision of a licensed practitioner.
- Inventory and place order requisitions for needed supplies.
- Collect blood and other specimens then log and route them for testing.
- Perform front office duties such as greeting, verifying eligibility, checking-in and scheduling patients. Perform other general office duties as needed.
- Maintain confidentiality and security of Protected Health Information.
- Other duties as assigned.

PHYSICAL DEMANDS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

The above statements are intended to describe the general nature and level of work performed by individuals assigned to this position; they do not purport to describe all functions of the position. Employees may be assigned other duties and the essential functions of the position may change or be changed as necessary.

By signing below, I acknowledge that I have read and understand my job responsibilities and are able to carry out such responsibilities.

Employee's Name _____

Date _____

Employee's Signature _____