

### **JOB DESCRIPTION - Medical Assistant**

**Summary:** The key function of the Medical Assistant is to participate as a Patient Care Team Member. The Patient Care Team performs all duties related to the treatment of the patient including, but not limited to, initial patient assessment, vital signs, medical records, prescriptions, assistance with procedures, making follow-up appointments, collecting co-pays and making referral appointments.

**Reports To:** Director of Nursing

**Location:** RCMS Gualala

**Exemption:** Non-exempt

***All RCMS employees are required to function within RCMS policies and procedures, meet the standards outlined in the employee handbook, and adhere to the code of conduct and the RCMS Mission Statement.***

***Employees are required to monitor their email and phone voice mail messages daily, and respond to all internal and external communications in an appropriate and timely manner.***

***RCMS employees are expected to represent RCMS in a professional, positive manner to the community at large, and are encouraged to participate in RCMS fundraising events.***

#### **ESSENTIAL JOB DUTIES:**

##### **Primary Care:**

- Participate in team huddles prior to arrival of first appointment and works with provider to anticipate and assure best health outcomes in a Health Home, and to prepare and prioritize the day's tasks.
- Scrub charts for the next day's patients.
- As directed by the provider, see that patient has patient plan and is re-appointed.
- Review EHR charts for completion and process accordingly.
- Room patients, obtain vitals and document other patient status measures as directed (e.g. tobacco use), review medications, update EHR, as appropriate.
- Identify HPI and do initial ROS, as appropriate.
- Prepare for paps, coloscopies, biopsies, physicals, IUD insertions, prenatal exams and suture removal.
- Perform standing orders, immunizations, in-house lab tests and other medical procedures, as directed by provider.
- Fulfill Quality Improvement (QI) requirements including running reports as directed in order to support the RCMS QI initiative.
- Schedule follow-up and referral appointments as directed by Provider.
- Stock rooms and prepare daily; assure that rooms are ready for the next day.
- Attend Primary Care staff meetings.

- Perform venipuncture (back-up for Lab) if applicable.
- Sterilize instruments and equipment and maintain Sterilizing Log.

#### **OTHER ASSIGNED DUTIES:**

- Maintain Nurses Station.
- Maintain quality control logs to include freezer and refrigerator temperature, in house lab equipment and sterilizer.
- Provide translation to non-English speaking patients, if possible.
- Act as back-up to Reception positions including telephone operator and greeter, if needed, and work with Front Desk through the day to:
  - Confirm next day's appointments, and
  - Identify open slots in provider schedule for same-day appointments.
- Be available to assist medical records, time permitting.
- Other duties as assigned.

#### **JOB QUALIFICATIONS**

- Experience in healthcare setting preferred.
- Demonstrated ability to maintain strict patient confidentiality.
- Demonstrated competence in EHR.
- Excellent organizational skills and attention to detail.
- Ability to grasp new tasks easily, work accurately, efficiently, independently and quietly, and be able to move from one task to another without losing concentration.
- Satisfactory completion of all Medical Assistant tasks by Nursing Supervisor or Lead Medical Assistant.

#### **JOB REQUIREMENTS**

- Full time availability weekends included.
- Graduate of accredited school of Medical Assisting.
- Current CPR certification is required and must be maintained.
- Must undergo an initial physical exam and undergo TB testing every two years.

**Americans With Disabilities Act Statement:** External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential position responsibilities as listed in this position description either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

I accept and can perform the essential functions of this job, with or without reasonable accommodations.

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Signed

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Date