

Medical Assistant

Apply at pureviewhealthcenter.org

Salary Range:\$18.18 To 21.39 Hourly

General Statement

Under direction of the PureView Health Center (PVHC) Clinical Nursing Supervisor, this position provides direct patient care, health care provider support and office clerical assistance.

Duties and Responsibilities

Provides direct patient care and health care provider support;

Assist clinic providers and fellow team members with diagnostic and/or therapeutic procedures;

- Administers medications, vaccines and prescribed treatments;
- Conducts patient health interviews;
- Prepares patients for examination;
- Prepares and cleans equipment, exam rooms and treatment rooms;
- Performs routine laboratory procedures including venipuncture and CLIA waived tests;
- Maintains patient records within electronic health record;
- Monitors supplies and medications;
- Creates referrals and lab/diagnostic orders as prescribed by health care provider;
- Schedules external diagnostics and procedures;
- Responds to inquiries from patients, pharmacies and providers;
- Provides health counseling and education materials regarding preventive health and lifestyle modifications;
- Participates in clinic quality improvement activities and projects;
- May perform receptionist and clerical duties;
- Performs other duties as assigned.

Required Qualifications – Experience & Education

The knowledge, skills, and abilities required for this position are typically acquired through:

- High School diploma or equivalent
- one (1) year experience as a Medical Assistant
- Medical Assistant certification required
- Phlebotomy certification preferred

Knowledge, Skills & Abilities

- PureView Health Center policies, procedures and functions;
- Applicable public health statutes and ordinances;
- Measures, techniques, prevention and reporting of communicable diseases;
- Patient education and support techniques;
- Medical terminology, medical office procedures and practices;
- Professional ethics, standards, practices and responsibilities;
- HIPAA and medical records confidentiality requirements;

Infection control measures and practices;

Electronic medical records;

Access and maintain medical records according to prescribed clinic standards

Use of common office machines;

Understand and follow instructions;

- Operate computers and related software, including word processing and spreadsheet programs;
- Communicate effectively orally and in writing
- Provide patient care according to prescribed standards;
- Use medical instruments and equipment according to prescribed standards;
- Follow verbal and written instructions;
- Establish effective working relationships with fellow employees, supervisors, patients and community members.

Special Requirements

- Current BLS certificate
- Occasional travel may be required

Physical Demands

Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable. This position requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear, and see. Must be able to move or lift documents and materials weighing up to 30 pounds. Position requires knowledge and use of typical office equipment including telephone, copiers, fax machines, and personal computer. Position requires frequent contact with fellow employees, patients and citizens. Position may require travel to other sites for work assignments, meetings or training.