



NVIH POSITION DESCRIPTION

CERTIFIED MEDICAL ASSISTANT

REPORTS TO: Registered Nurse Coordinator

SUPERVISES: None

POSITION SUMMARY: Under general supervision of the RN Coordinator, the Certified Medical Assistant functions as a multi skilled health care professional in an ambulatory setting.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Acts as assistant to the provider when clinic policy dictates that a female be present for gynecological exams.
2. May perform eye screening for patients requesting such.
3. May perform audiometric screening in compliance with all applicable standards, regulations, and Medical Clinic policy.
4. Responsible for completing appropriate documents for third party billing and medical charting for WIC paperwork, SOFP, BCEDP, and CHDP programs.
5. Under Providers order is responsible for providing height, weight, and hemoglobin/hematocrit for patients.
6. May perform urine dipsticks, urine micro albumins, Hemoglobin A1C, Lipids and strep screens in compliance with all applicable standards, regulations an medical clinic policy.
7. Ability to perform blood draws, records lab draws in log book with accurate attention to patient name and type of test. Accurately labels specimens and fills out requisitions completely and correctly.
8. Ability to perform applicable injections as outlined in Medical Clinic Policy and Procedures.
9. Able to perform EKG's as per clinic protocol.
10. Demonstrates knowledge in electronic patient scheduling. Understanding the amount of time required for specific appointments.
11. Maintains the standards of patient care and implements the policies and procedures of the Medical Department.
12. Recognizes how the position and duties relate to the overall function of the Medical Clinic. Follows instructions, understands, and observes lines of communication.
13. Maintains yearly CPR certification.
14. Responsible for communicating problems identified involving personnel, medical staff, patient, families, and the general public to the Medical Director and Services Director.
15. Participates in Quality Control and Quality Assurance activities, and patient education per physician directions.
16. Other duties as assigned by supervisor.

All NVIH 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 NVIH's policies and procedures as they may from time to time be updated.

QUALIFICATIONS:

1. Graduation from an accredited Medical Assistant Program.
2. Current certification from the American Association of Medical Assistants
3. Certification in phlebotomy.
4. Two (2) years experience as a medical assistant preferred.
5. Experience in maternity care preferred.
6. Current certification or ability to obtain certificate in:
 - a. CPR
 - b. Audiometric Screening
6. High School Diploma, GED, or equivalent
7. Must have reliable transportation.
8. Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with Indian Preference Act (Title 25, U.S. Code Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc., is an Equal Opportunity and At Will Employer.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hand to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

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.

FLSA STATUS: Non-Exempt

DATE OF LAST REVIEW / REVISION: 2/2018

ASSIGNED SITE: Women's Health Center

Employee Signature

Date