

POSITION DESCRIPTION

I. Title of Position: Medical Assistant

II. Nature of Position: The medical assistant is a member of the interdisciplinary medical team of the health center. She is responsible for intake work with clients as they enter the vital signs area. She is a liaison between the front desk staff, the laboratory staff along with the nurses in the provision of care.

III. Qualifications:

- A. High School graduate
- B. On-the-job training, previous experience preferred
- C. Personal maturity, cooperation, ability to communicate clearly

IV. SALARY GRADE AND CLASSIFICATION: Grade Non-exempt

V. Responsible to: Clinic Manager

VI. Characteristic Activities:

- 1 Maintains first line contact with all clients who come into vital signs area.
- 2 Performs routine intake procedures such as height, weight, temperature, pulse and blood pressure readings.
- 3 Assists with laboratory procedures.
- 4 Assists with office procedures.
- 5 Responsible for assisting Nurse &/or Lab Supervisor with triage of clients and transfer of charts to appropriate provider.
- 6 Assists medical providers with examination and treatment of patients.
- 7 Relieves other departments as indicated as time permits
- 8 Performs other related duties incidental to the work described herein.

VII. Specific Functions:

- 1 Screens clients for visual acuity using Snellen method.
- 2 Obtains routine temperature, pulse, respiration, height and weight as well as blood pressure readings at first encounter.
- 3 Does routine urinalysis on all clients.
- 4 Responsible for assisting with maintenance of medical and laboratory equipment and for assisting with quality controls on laboratory equipment.
- 5 Responsible for routine laboratory procedures including but not limited to: various dipsticks, urinalysis, hematocrit, glucose screening, gram stains, and other procedures as approved by health center policies and CLIA standards.
- 6 Performs other related duties incidental to the work described herein.