

Connecting care with a culture of comprehensive wellness

Job Description

Job Title: Medical Assistant

Department: Medical

Reports To: Practice Manager

Supervisory Responsibility: None

Employee Category: Regular Full Time

FLSA Status: Non-exempt

Salary Level: Commensurate with education and/or experience

Other: Bilingual in English and Spanish highly preferable.

Position Summary: The Medical Assistant preps patients for medical care, administers or provides for provider-directed tests and maintains the orderliness of the medical clinic.

Essential Duties and Responsibilities:

- Interviews patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight and height, and records information in patients' charts.
- Prepares clinic, treatment, and exam rooms for examination of patients.
- Cleans and sterilizes instruments and supplies.
- Assists with patient examination and treatment as directed by medical provider(s).
 - Sets up treatment rooms, according to procedures to be performed
- Lays out sterilized instruments
- Administer injections, phlebotomy blood draws, and performs routine laboratory tests.
- Immunization coordination including:
 - Inventory of vaccines to include ordering and maintenance of stock
 - Entering new vaccine lot numbers into RPMS and MCIR
 - Monitor vaccine logs for completeness
 - Ensure accurate data entry of vaccines into EHR and MCIR
 - Ensure Vaccine Information Sheets are up to date and distributed to clients
 - Use RPMS system to run regular reports identifying clients due or past due
- Monitor and ensure daily departmental opening and closing procedures are followed
- Monitor inventory of medication and supplies stored on-site
- Monitor department logs, complete required inspections, changing sharps containers
- Processes data for computer entry to maintain office and patient records.
- Assists with patient examination and treatment as directed by medical provider(s).
- Reviews provider's orders, lab requests and follow-up needs with patients.
- Dresses wounds and applies compresses and ice bags.
- Observes patients and reports adverse reactions to medication or treatment to medical provider(s).
- Administers specified medication or vaccination, orally or by subcutaneous, intramuscular or intradermal injection
- Collects samples – urine, blood and sputum – from patients for testing and performs routine laboratory tests on samples.
- Maintains supplies, including stocking and ordering new supplies and disposing of expired or damaged supplies.
- Maintains supply of health education pamphlets and other educational materials.

- Responds to patient telephone inquiries by evaluating and responding to the patient's problems and questions.
- Follows up with patients on lab results, including the scheduling of any additional tests as directed by medial provider.
- Coordinates referrals for patients through insurance and other physician offices.
- Responsible for all paperwork related to the patients visit; including prepping forms for physician signature
- Works to fullest extent of medical assistance licensure
- Performs other duties as assigned.

Qualifications:

- Must be self-directed.
- Participate and/or facilitate routine morning huddles
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply common-sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Knowledge of Microsoft Office, HealthPro and RPMS a plus.

Education/Experience/Certificates/Credentials: Graduation from accredited Medical Assistant program. Proof of high school or GED. Current MI driver's license. Current CPR/Basic First Aid. Certificate and Certification from the American Association of Medical Assistants preferred or other certifying bodies. All credentials or licenses must be kept current and consistent with applicable regulations.

Work Environment/Physical Demands: The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle or feel. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).

Acknowledgement of Receipt

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

RECEIVED BY: _____ DATE: _____

Revised April 2025