

Athens Neighborhood Health Center

JOB TITLE: Medical Assistant

BASIC JOB PURPOSE: Assists with direct client services in assigned department.

SUPERVISION RECEIVED: Reports directly to the Clinical Supervisor.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Requires full range of body motion including manual and finger dexterity and hand-eye coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working irregular hours. Requires some exposure to communicable diseases or body fluids.

TYPICAL WORKING CONDITIONS: Frequent exposure to communicable diseases, toxic substances, medical preparations and other conditions common to a clinic environment.

EXAMPLES OF DUTIES: (This list is not all inclusive.)

1. Obtains patient's weight, height and vital signs.
2. Records the chief complaint as stated by the patient.
3. Prepares exam rooms or procedure rooms for the provider.
4. Assists provider as needed during the patient exam or procedure.
5. Administers medications per FHC policy and procedure for medical assistants.
6. At the direction of the provider or following a written provider order, obtains educational materials for the patient.
7. Calls in prescriptions, following written provider orders.
8. Fills out laboratory and diagnostic testing requests and makes patient appointments following written provider orders.
9. Documents in the medical record according to FHC policy and procedure.
10. Although each position has its own unique duties and responsibilities, please refer to the policy on Job Descriptions for details that apply to every position.

PERFORMANCE REQUIREMENTS

Knowledge, Skills and Abilities:

Knowledge of examination, diagnostic, and treatment room procedures. Knowledge of common safety hazards and precautions to maintain a safe work environment. Skill in assisting in a variety of treatments and medications as directed. Skill in taking vital

signs. Skill in maintaining records. Skill in establishing and maintaining working relationships with patients, medical staff, and the public. Ability to maintain quality control standards. Ability to react calmly and effectively in emergency situations. Ability to read, understand and respond to detailed oral and written instructions. Ability to communicate clearly.

Education: High school diploma or GED.

Experience: One year of work experience, preferably in a medical office setting.

Certification: Certification as medical assistant preferred.

Language: Bilingual (Spanish & English) preferred.

ACCOMMODATION: Athens Neighborhood Health Center has the right to modify the duties and functions of the job description based on the needs of the organization.

JOB DESCRIPTION REVIEW: This job description will be reviewed and updated, if necessary, at the employee's annual review.

FLSA: Not an exempt position.

Please send your cv / resume to: lcherry@aneighbor.org