



Job Title: MEDICAL ASSISTANT OR LPN

Department(s): Medical Support

Position Summary: Provides health care support services to patients under direction and responsibility of a provider.

Supervision Received: Clinical Operations Manager

Supervision Exercised: None

Hours/Week 40 Full-Time Part-Time Exempt Non-Exempt

FLSA Definition:

ESSENTIAL FUNCTIONS:

- Provides health care support services for all patients (adult and pediatric) as established by clinic protocols and community practice standards
- Actively manages quality initiatives in collaboration with provider and Quality staff. Maintains quality assurance logs.
- Screens and prepares patients for exams according to vital sign screening guidelines
- Assists with exams and minor procedures
- Draws lab specimens
- Follows up on lab specimens (calling for results, documentation of results and follow-up directed by medical staff)
- Keeps exam rooms supplied and clean
- Cleans and autoclaves instruments
- Performs EKG's as ordered by physician
- Administers injections and medications under the direction of a provider
- Operates and maintains clinic lab in absence of lab tech
- Makes appointments with appropriate provider
- Files and maintains provider "in/out boxes"

CORE REQUIREMENTS:

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance

- Attends and actively participates in staff and departmental meetings
- Attends agency functions and meetings as relevant or required
- Works at any or all NHS clinics, as needed
- Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
- Maintains any required licensure/certification
- Demonstrates commitment to agency mission and goals
- Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
- Participates daily in pre-visit planning and huddles (RN, Provider, Medical Assistant/LPN, Front Desk)
- Utilizes Patient Portal to access patient information and communicate with patients, as relevant
- Plans, organizes, and multitasks
- Speaks, understands, reads and writes English sufficiently to carry out all essential duties
- Performs other duties as assigned

QUALIFICATIONS:

- High school diploma or equivalent
- Graduation from an accredited Medical Assistant or LPN program
- Minimum one year's experience working as a Medical Assistant or LPN
- Fluency in Spanish and English a plus (oral and written)

Attachments

- Physical and Mental Requirements
- Work Environment

Employee Signature: _____

Date: ___/___/___

Job Title: Medical Assistant or LPN

WORKING ENVIRONMENT

The OSHA category for this position is:

<input checked="" type="checkbox"/>	Category I – High risk for exposure to blood or body fluids.
<input type="checkbox"/>	Category II – Moderate risk for exposure to blood or body fluids.
<input type="checkbox"/>	Category III – Low risk for exposure to blood or body fluids.

On the job, the employee may encounter:

<input type="checkbox"/>	Chemical/Biological Agent		Noise level:
<input checked="" type="checkbox"/>	Contact with water/liquids	<input type="checkbox"/>	low
<input type="checkbox"/>	Confined spaces	<input checked="" type="checkbox"/>	moderate
<input type="checkbox"/>	Temperature variations (outdoors)	<input type="checkbox"/>	loud/noisy
<input type="checkbox"/>		<input type="checkbox"/>	

SPECIAL CONDITIONS OF EMPLOYMENT

Explanation:

<input checked="" type="checkbox"/>	Occasional weekday evenings required	
<input type="checkbox"/>	Occasional weekend days required	
<input type="checkbox"/>	Occasional overtime required	
<input type="checkbox"/>	Professional license/certification req'd	
<input checked="" type="checkbox"/>	Current CPR certification required	
Minimum level of education:		
<input checked="" type="checkbox"/>	High school diploma/GED	<input type="checkbox"/> Masters Degree: _____
<input type="checkbox"/>	Associates Degree	<input type="checkbox"/> Medical Degree: _____
<input type="checkbox"/>	Bachelors Degree: _____	<input checked="" type="checkbox"/> Other: <u>MA or LPN diploma from an accredited program</u>
Travel:		
<input checked="" type="checkbox"/>	Occasional travel between clinics	<input type="checkbox"/> Vehicle, drivers license and insurance req'd
<input type="checkbox"/>	Frequent travel between clinics	<input type="checkbox"/> Occasional work outdoors
<input type="checkbox"/>	Occasional or frequent other local travel	<input type="checkbox"/> Frequent work outdoors

I certify that I am aware of the Working Environment for this position and I agree to that I am able to fulfill all Special Conditions of Employment.

Name (Print)

Signature

Date

