****

**POSITION DESCRIPTION**

**JOB TITLE:** Medical Assistant

**REPORTS TO:** Lead Medical Assistant or Nurse

**STATUS:** Non-exempt (hourly)

**LOCATION:** Medical Clinic

SCHS is a 90-100 employee, full-service, non-profit healthcare clinic serving the needs of the South Minneapolis community. Come make a difference in the lives of people every day while helping us achieve our mission: *To improve the health of our patients and communities by delivering exceptional care, removing barriers, and promoting healthy lifestyles.*

**ROLE:** This individual is responsible for assisting medical providers with patient care and to

 perform laboratory functions.

 **JOB DUTIES:**

* Prepare patients for examination, record vital signs, age, race, current complaint, medications, aller­gies, and immuniza­tions for pediatric clients.
* Prepare for next day visits through pre-vision planning process.
* Assist providers with patient exams, treatment and minor surgery.
* Administer certain medications, injections and immunizations under the supervision of the Medical Provider or RN.
* Explain nature of diagnostic tests and/or treatment to patient at medical providers request; instruct patients regarding preparation for tests ordered by provider.
* Obtain patient's signature on consent forms or permission to perform in-office procedures.
* Assist in collection of specimens and prepare them for trans­portation to laboratory or perform simple routine laboratory procedures as appropriate.
* Phlebotomy skills, allowing for safe drawing of blood samples for testing and analysis when needed.
* Maintain laboratory log book; record each patient's lab test(s) and results; send lab results report cards to pa­tients in timely manner; note abnormal lab test results and ensure provider follow-up.
* Restock exam rooms with supplies daily; monitor and maintain invento­ry of medical, laboratory and laundry supplies as needed; dis­pose of contami­nated and disposable items.
* Be knowledgeable of family planning information to provide in­struction to patients as requested by nurse.
* Attend and participate in staff meetings and committees.
* Other duties and responsibilities as requested.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Confidence, professional judgment, and grace under pressure.
* Works well both independently and as part of a team.
* Good verbal and written communication skills.
* Flexibility--nimble in response to an evolving workload.
* Ability to exhibit good rapport with clients of varying ethnic backgrounds and socio-economic status.
* Excellent time management and organizational skills.
* Attention to detail.
* Able to read, understand and follow oral and written instructions.
* Ability to establish and maintain effective working relationships with staff.
* Commitment to the SCHS [mission](http://www.phf.org/AboutUs/Pages/VisionMissionValues.aspx) and [staff values](http://www.phf.org/AboutUs/Pages/Staff_Values.aspx).

**MINIMUM QUALIFICATIONS:**

* Graduate of an accredited Medical Assistant program, CMA certification preferred, but not required.
* At least one year of related experience.
* Bilingual (English/Spanish) preferred.

I have read and agree to abide by the job duties indicated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature Date

|  |
| --- |
|  |