

TITLE: MEDICAL ASSISTANT
CLASSIFICATION: EXEMPT
RESPONSIBLE TO: CLINIC MANAGER
EFFECTIVE DATE: 12-20-2007
LIFTING REQUIREMENTS: UP TO 100 POUNDS

GENERAL DESCRIPTION

Under the direct supervision of the Clinic Manager, the Medical Assistant provides supportive services for participant care in the clinic. Responsible for the daily performance of participant care in the areas of vital signs, blood sugars, EKG's, venipuncture and other designated screening tests with appropriate documentation in the medical record.

RESPONSIBILITIES

- 1) Taking vital signs and weights on all participants to be seen in the clinic.
- 2) Taking vital signs and weights on all clients, on a monthly basis, to include blood sugars on all diabetics.
- 3) Notification of Participant Manager if participant is absent or refuses to be seen, to include rescheduling of clinic appointments.
- 4) Notification of receptionist and Home Health Department (if applicable) of participants that cannot leave on their scheduled trip.
- 5) Ensure that all blood work ordered for each day is drawn; if not drawn reschedules for next day of attendance.
- 6) Distributes lab results to Participant Manager(s) upon receipt. Call lab for STAT results and/or missing reports.
- 7) Straightens exam rooms daily and restock supplies as needed. Reorder supplies in a timely manner.
- 8) Document on the MSURs on a daily basis, according to PACE guidelines, to include labs, vital signs and physician and nurse contacts.
- 9) Maintain flow of participants through the clinic and assist Physician with exams, to include interpretation.
- 10) Assist Podiatrist with flow of participants and charts. Responsible for verifying the participants seen and obtaining his signature.
- 11) Sending home supplies.
- 12) Perform other duties as assigned by the Clinic Manager.

**MEDICAL ASSISTANT
PAGE 2**

MINIMUM QUALIFICATIONS

I. EDUCATION/EXPERIENCE

- A. Graduate of an accredited Medical Assistant Program.
- B. One year experience with a frail or elderly population preferred.
- C. Certification preferred.

II. KNOWLEDGE/SKILLS/ABILITIES

- A. Mature individual with a knowledge base and good understanding and appreciation of the elderly.
- B. The ability to work independently with minimal supervision and communicate effectively with staff, participants and family members.
- C. Self motivated individual who can accept supervision in an appropriate manner.
- D. Demonstrate use of appropriate body mechanics.
- E. Bilingual.

BIENVIVIR SENIOR HEALTH SERVICES reserves the right to change job description and work hours as required by the program.

EMPLOYEE STATUS: Full Time _____ Part Time _____ On Call _____

EMPLOYEE SIGNATURE _____

DATE: _____