

TITLE OF POSITION:	MEDICAL ASSISTANT
CLASSIFICATION:	NON-EXEMPT
RESPONSIBLE TO:	CLINIC MANAGER
LIFTING REQUIREMENTS:	UP TO 100 POUNDS
EFFECTIVE DATE:	DECEMBER 20, 2007
REVISED DATE:	AUGUST 1, 2015

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. Call UMC lab for STAT lab results and/or missing reports/labs in EMR if requested by PM/Physician.
7. Ensures exam rooms are kept clean and organized, restocks supplies as needed and re-orders 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. Schedules labs, podiatry and x-rays performed at Center.
13. Enter referrals into Plexis as assigned.
14. Perform other duties as assigned by the Clinic Manager.

QUALIFICATIONS / REQUIREMENTS:

I. EDUCATION/EXPERIENCE

1. Graduate of an accredited Medical Assistant Program.
2. One year experience with a frail or elderly population preferred.
3. Certification preferred.

II. KNOWLEDGE/SKILLS/ABILITIES

1. Dependable individual with a knowledge base and good understanding and appreciation of the elderly.
2. The ability to work independently with minimal supervision and communicate effectively with staff, participants and family members.
3. Self-motivated individual who can accept supervision in an appropriate manner.
4. Demonstrate use of appropriate body mechanics.
5. Processes adequate computer skills.
6. Bilingual.

BIENVIVIR ALL-INCLUSIVE SENIOR HEALTH reserves the right to change the job description and/or work hours as required by the program or business necessity.

EMPLOYEE STATUS: Full Time _____ Part Time _____ PRN _____ Temporary _____

EMPLOYEE SIGNATURE: _____ DATE: _____

PRINT NAME: _____