

## COMMUNITY HEALTH PARTNERS, INC.

### Community Health Partners

*Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.*

Job Title: Medical Assistant  
Position Status: non-exempt  
Effective Date: 2/2020  
Reviewed By: Nursing Director

#### **JOB SUMMARY:**

Functions as a member of the clinical team under the general supervision the Clinic Director and under clinical supervision of the Nursing Director. Provides patient-centered, medical assistant level service focused on supporting the primary care team. Provides care to patients of all ages and ability levels.

Duties include: Patient care contact, data entry, appointment making, and patient flow coordination.

#### **JOB RESPONSIBILITIES:**

1. Works collaboratively as a team member to provide patient care in clinic setting with the primary role of providing for continuity and efficiency of patient flow in collaboration with front desk, nursing and provider staff.
2. Respectfully interacts with patients while performing vital sign assessments, histories, screenings, medication reconciliation, education, labs, and procedures per evidenced based guidelines.
3. Maintains acceptable methods of charting and record keeping providing for consistent, organized patient care per clinic policies and procedures.
4. Records clinical information in patient records according to level of training, including vital signs, patient's main complaint, medication reconciliation, visit chart preparations, and other pertinent information providing for consistent, organized patient care per clinic policies and procedures.
5. Administers the flu vaccine to both adults and children age 12 and older as indicated by provider or nurse following current Centers for Disease Control and Prevention immunization schedule and CHP standard of care. This includes recording immunizations within the electronic health record, providing the patient and/or caregiver with Vaccine Information Sheet (VIS), monitoring for adverse reactions, and utilizing evidence-based injection techniques (For Certified Medical Assistants Only).
6. Conducts supportive duties as requested by care team, including, but not limited to, paperwork, sterilization of equipment, cleaning patient rooms, organization of supplies, and lab draws.
7. Collaborates with team members through huddle to determine and administer treatments for disease management and preventative cares.

8. Maintains medical supply inventory on weekly basis. Works with vendors to complete ordering process.
9. Coordinate referrals to specialists and outside lab testing as necessary for their assigned provider.
10. Communicates with patients using easy to understand (health literate) language.
11. Understands CHP sliding fee scale with respect to how it may impact care options.
12. Understands community partnerships and programs, works collaboratively with CHP team members to enhance patient health education, provide information, and arrange referrals to other practitioners and resources including the Medication Assistance Program (MAP).
13. Communicates with care team by following oral and written instructions
14. Performs other clinical duties, including chart reviews and special projects as assigned by clinical coordinator or supervisors including supportive work with case managers.
15. Provides training to new co-workers when assigned by the Nursing Director or Clinic Director.
16. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.
17. Further the mission of CHP through active support of the strategic goals
18. Ability to report to work as scheduled and work a flexible schedule when needed which may include travel to other sites.

**Lead Responsibilities** (as Applicable)

1. EPIC Superuser.
2. Primary medical assistant trainer.
3. Primary person for supply and inventory ordering.

**Skills and Attitudes:**

1. Experience working with limited resource population.
2. Ability to work with grace under pressure.
3. Ability to work in a team and to share responsibilities and duties.
4. Ability to resolve interpersonal conflict in a straightforward and timely manner.
5. Ability to set priorities, be organized, and be a self-starter.
6. Ability to be friendly, empathic and an adept communicator.
7. Ability to treat both staff and patients with respect.
8. Ability to navigate technology efficiently.
9. Ability to gracefully accept and respond to feedback.

**Essential Physical Requirements**

	<b>Occasionally (1%-33% of day)</b>	<b>Frequently (34%-66% of day)</b>	<b>Continuously (67%-100% of day)</b>
Sitting		<b>X</b>	
Standing	<b>X</b>		
Walking	<b>X</b>		

Speaking/Hearing			X
Seeing/Ability to distinguish color			X
Hand/Wrist Work (ie. Keyboarding)			X
Pushing/Pulling		X	
Fine Manipulation		X	
Grasping		X	
Reaching		X	
Bend		X	
Kneel		X	
Squat		X	
Climb	X		
Lift 1-10 lbs	X		
Lift 11-20 lbs	X		
Lift 21-50 lbs	X		

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**JOB QUALIFICATIONS:**

Education:

High School Graduate or equivalent required.

Current BLS certification preferred.

Experience:

Certification as medical assistant preferred.

Nursing assistant and/or medical office experience strongly preferred.

I have read the above job description and have had all my questions answered.

Name: \_\_\_\_\_ Date: \_\_\_\_\_