

**VALLEY COMMUNITY HEALTHCARE**  
**Job Description**

**Position:** Medical Assistant  
**Reports to:** Director of Nursing  
**Hours:** F/T Mon – Fri; Hours Vary  
**(Some Saturdays & evenings may be required)**  
**FLSA Status:** Non-Exempt

**Minimum Qualifications:**

Ability to work well with a variety of people. Able to handle multiple tasks. Must have good telephone and people skills. Must be comfortable with public speaking, Bilingual English/Spanish or English/Armenian and experience working in a medical facility required.

**Responsibilities:**

Responsible for the preparation of patient vitals, general front and back office duties, maintaining steady patient flow for provider, prescription refill assistance, and administrative assistance.

**Specific Duties:**

- ✓ Observes and reports physical and behavioral symptoms to medical personnel in charge.
- ✓ Takes and records blood pressure, temperature, pulse, respiration and weight.
- ✓ Makes routine entries into patient charts and directs visitors.
- ✓ Prepares exams rooms and maintains their cleanliness throughout the day
- ✓ Participates in all required trainings
- ✓ Coordinate MA intern outreach activities and recruitment; assist with MA training
- ✓ Work with Pediatric immunization program and perform patient reminder recall notices
- ✓ Collects, receives processes and distributes laboratory specimens. Provides phlebotomy service at different departments. Communicates tests results inter- and intra department as needed.
- ✓ Maintains equipment and supplies.
- ✓ Laboratory support and instrument sterilization when needed
- ✓ Routine operational and support functions, including filling patient charts, patient referrals, float around in different departments on an as needed basis, data entry.
- ✓ Other duties as assigned.

**Back Office:**

1. Medical intakes
2. Basic lab, EKGs, phlebotomy
3. Assist clinician as needed

**Education and Experience:**

- A high school diploma, G.E.D. or equivalent. Includes special certification required for specific jobs.
- Medical Assistant Certification from accredited Medical Assistant Course six (6) months related experience and/or training preferred.

- Practical knowledge of computer operations, experience in lab settings, venipuncture techniques and phlebotomy certificate is a must.
- Excellent verbal and written communication skills with ability to read, write, speak and understand English and Spanish clearly.

**Communication:**

As a part of the VCH vision to become a Patient Centered Medical Home, open two (2) way communication is key. Clinicians must maintain open communication with Medical Assistants and patients face-to-face and by utilizing electronic NextGen tasking functions. In addition, open communication with Clinic Managers, Team Leaders, and other staff for workflow issues is crucial to excellent patient care. Staff participates in monthly quality improvement meetings. Communication with all ancillary staff occurs through daily huddles of 5 to 7 minutes. In addition Care Team huddles occur within each pod as the provider arrives along with all the care team members for patient flow through visits.

**\*Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.**

**VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER**

**ACKNOWLEDGEMENT:**

I acknowledge I have received, read, understand and will comply with my job description.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date