



Valley Community Healthcare

JOB DESCRIPTION

Position: Medical Assistant
Reports to: MA Supervisor
Hours: F/T Mon – Fri; 40 hours (temp)
(Some evenings and Saturdays 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 and experience working in a medical facility beneficial.

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. Basic computer knowledge
4. 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.
- **Customer Service:** Treats customers, patients, co-workers, and others with respect and trust. Is able to work effectively by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical solutions; addressing others by name, title, or other respectful identifiers, and respecting the diversity of our workforce in actions, words, and deeds.

VALLEY COMMUNITY CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER