



MORONGO BASIN HEALTHCARE DISTRICT

Position Description **MEDICAL ASSISTANT**

Job Family: Service Worker

Exemption status: Non-Exempt

SUMMARY

As a member of the Morongo Basin Healthcare District (MBHD) team your mission is to improve the health and wellness of the communities we serve. You are expected to demonstrate the values of Commitment, Collaboration, Accountability, Dignity, and Integrity in all aspects of your employment. You are responsible for your safety and the safety of patients, visitors and coworkers. You will be required to interact with patients, the public, co-workers and management in fulfilling your mission.

In your role as Medical Assistant you will report to the Clinic Manager. Your responsibilities will include assisting clinic physicians, physician assistant and nurse practitioners in the care of patients in a family practice/primary care environment.

DUTIES

1. Assist with opening clinic and ensuring readiness for daily activities
2. Review medical records of patients with scheduled appointments to ensure that results of previous tests and procedures will be available for practitioner review
3. Perform and record daily quality controls on point of care testing
4. Perform laboratory specimen collection tasks, including venipuncture. Prepare specimens for transport to laboratory
5. Perform laboratory testing that will be done in the clinic
6. Take and record patient vital signs
7. Gives instructions to patients as instructed by the practitioner
8. Record patients presenting problem/reason for visit. Record current medications and allergies
9. Assist practitioner with patient examination or procedure, as needed. Ensures that lab, radiology or other procedure orders are recorded properly
10. Set up procedure trays as needed
11. Provide, monitor, log and appropriately document patient immunizations as ordered by the practitioner, and within the scope of MA practice
12. Clean and restock patient examination rooms between patient use
13. Assist in patient call, prescription refills, notification of lab/test results, and scheduling of referrals
14. Assist in the inventory and ordering of clinic supplies

PHYSICAL DEMANDS

The physical demands described below are representative of those that must be met by you to successfully perform the essential functions of this job with or without a reasonable accommodation. You are required to notify management of any limitations or restrictions that may alter your ability to perform the essentials of the position you hold.

You may be required to occasionally lift and/or move up to 20 pounds. You will be required to travel within the service area. You will regularly sit for long periods of time; spend extended time at a keyboard or telephone; and interface with others effectively. You will be occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

EDUCATION AND EXPERIENCE REQUIRED

- High School Diploma or equivalent
- Successful completion of a Medical Assistant training program recognized by the state of California
- BLS (American Heart Association)

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to change the nature of at-will employment or represent an exhaustive list of all responsibilities, duties and skills required.