MEDICAL ASSISTANT

Job Title: Medical Assistant
Division/Department: NURSING SERVICES
FLSA Status: Non-Exempt
Reports to: Licensed Practical Nurse Supervisor
Salary: $Last Revision Date: November, 2011

I. SUMMARY

The position of Medical Assistant performs assistance medical and/or nursing staff in the examination and treatment of patients under general supervision.

All medical assistants actively participate in the Patient Care Team by pre-planning office visits, morning and afternoon group huddles, educating patients and orienting them to improve their health with the help of the Patient Care Specialist and the QI auditor.

II. SKILLS, KNOWLEDGE, ABILITIES, TASKS AND RESPONSIBILITIES

(Technical and Functional Expertise)

Skills
1. Basic reading and writing skills required.
2. Talking to others to convey information effectively.
3. Actively looking for ways to help people.
4. Interviewing skills.

Knowledge
1. Knowledge of patient evaluation and triage procedures.

Ability
1. Listen to and understand information and ideas presented through spoken words and sentences.
2. Ability to perform standard clinical procedures according to established protocols.
3. Ability to maintain quality, safety, and/or infection control standards.
4. Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
5. Work requires the ability to understand and follow oral and written instructions generally acquired through a partial high school education.
6. Heavy lifting and the ability to transport wheelchair patients to various clinic locations may be required.
7. Ability to act effectively in emergency situations.

Tasks and Responsibilities
1. Assists medical and/or nursing staff in the examination and treatment of patients.
2. Assists with direct patient care procedures and related tasks; checks in patients, assists in obtaining patient histories, takes vital signs, prepares charts, and assists with medical examinations all part of the medical home experience at Borinquen.
3. Maintains stocks of medical supplies as necessary in the exam rooms.
4. Educates and advises patients on specified medical issues within established parameters.
5. Practices safety, environmental, and/or infection control methods.
6. Assists in examination and treatment of patients under the direction of a physician.
7. Interviews patients, measures vital signs (i.e., pulse rate, temperature, blood pressure, weight, and height), and records information, including week of pregnancy, if apply, and document on patients' charts.

8. Do finger sticks pregnancy tests and urine dipsticks.
9. Prepares treatment rooms for examination of patients.
10. Informs and assists the LPN Supervisor with any patient that needs immediate medical attention.
11. Translate when it is necessary.
12. Assist the supervisor as unusual problems arise.
13. Support staff in assigned project based work.
14. Other duties as assigned by immediate supervisor as required.

III. ADDITIONAL RESPONSIBILITIES

1. Follows Borinquen Health Care Center's as well as governmental policies and procedures.
2. Setup accommodation for company visitors.
3. Continuing Education
4. Maintaining Patient Care Team communication and flow in order.
5. Attends QI meetings as required by supervisor

IV. JOB RELATIONSHIPS

1. Responsible: Licensed Practical Nurse Supervisor
2. Interrelationships: Medical Staff, Peers, Case Managers, Administration, Health Care Personnel, and Patients.

V. REQUIREMENTS

1. High School Diploma, or equivalent.
2. Medical assistant certificate
3. 0-2 years of experience in a related field.
4. Bilingual preferred.
5. Strong interpersonal skills.
6. Ability to interact effectively with consumers, administration, faculty, and staff.
7. Handle the information with high level of confidentiality.
8. Considerable knowledge of standard concepts, practices, and procedures within a particular field.
9. Relies on limited experience and judgment to plan and accomplish goals.

VI. WORKING CONDITIONS

Must be able to see and hear in normal range with or without correction devices, and be able to communicate verbally and in writing. Work is performed in an interior medical/clinical environment. Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day. Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment. Require OSHA training.

For the nature of our business sometimes it demands to work after 5:00 PM.
VII. SALARY SCALE

- Grade 1 Step 3.5

The job description does not constitute an employment agreement between BHCC and the employee, and is subject to change as the needs of BHCC and the requirements of the job change.

Approval: ___________________________        Approval: ___________________________
Date : ___________________________            Date : ___________________________
Employee                                               BHCC Representative