

## **Muleshoe Area Medical Center Position Description**

**Job Title:** Medical Assistant (MA)/Certified Medical Assistant (CMA)  
**Department:** Clinic Nursing  
**Reports To:** Clinic Manager and Supervising Physician  
**FLSA Status:** Non-Exempt

**SUMMARY:** Works under the direction of the supervising physician. Obtain vital signs and documents necessary for provider, assists with procedures as directed, performs orders, instructs patients per provider instructions, documentation as needed and assists with transfers.

### **QUALIFICATIONS:**

- Competent in medical terminology.
- Maintain discretion and confidentiality in communications.
- Knowledgeable about policies and procedures regarding reporting and release of protected health information (PHI).
- Competent in clinical skills and use of medical equipment.
- Knowledgeable of Infection Control and Prevention practices.
- Knowledge of any licensing requirements, nursing practice act, statutes and rules if applicable
- Completion of competency test by supervising physician

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Acquire vital signs on each patient to be seen by provider.
- Document reason for the visit in brief format.
- Assist with procedures as directed by the provider.
- Instruct patients as directed by the provider.
- If required, document all teaching/counseling on each patient.
- Assist with completing and updating: summary of care, medication sheet, nutritional screen, immunization sheet, growth chart, appropriate flow sheets and diabetic foot screening.
- Document all prescription refills called in by pharmacists or patient, with approval of provider.
- Administers and documents all medications as ordered by the provider.
- Schedules patients for specialist appointments and receives clearance from insurance companies prior to sending patient for tests, etc.
- If necessary assist with patient registration and filing of charts and diagnostic reports.
- Treat residents and their families with respect and dignity.
- Identifies and addresses psychosocial, cultural, ethnic and religious/spiritual needs of patients and their families.
- Sign all documentation with initials or initial with last name and title.
- Possess ability to assess and reassess pain.
- Records all ordered lab, x-ray and referrals in the appropriate log books; and checks each patient off as they are received and when patient was notified.
- Performs all aspects of patient care in an environment that optimizes patient/resident safety and reduces the likelihood of medical/health care errors.

- Able to assist in emergency situations.
- Perform hearing and vision screenings, if required.
- Responsible for inventory on all supplies in clinic and stock accordingly to par levels for each room.
- Perform clinic labs as required.
- Assists with the transfer of patients as directed by the provider.
- Provides for the emotional and physical comfort of the patient/resident.
- Advocate for the patient.
- Documents information concisely, accurately and completely.
- Identifies and utilizes appropriate channels of communications.
- Organize exam rooms, medications and any samples if maintained.
- Attends departmental in-services and/or meetings as required.
- Maintain certifications and continuing education requirements.
- Miscellaneous duties as assigned requested or required.

**EDUCATION and/or EXPERIENCE:**

- Basic Life Support (BLS) certificate
- Completion of valid MA program/certification or five (5) years of documented clinic practice
- MA certification preferred
- A minimum of 5 CEU credits a year, required
- Vision and Hearing Certification (if required)

**LANGUAGE/READING SKILLS:**

- Communicate verbally and in writing in English.

**MATHEMATICAL SKILLS:**

- Competent in dosage calculations.

**REASONING ABILITY:** Responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

**WORK ENVIRONMENT:** Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Frequently be able to lift 25 pounds from the floor to waist level and may occasionally be required to assist moving adult patients. Specific vision abilities include close vision and the ability to clearly focus vision. Specific hearing abilities using the stethoscope for breath sounds and Korotkoff sounds.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date