



<b>Job Title:</b>	<b>Medical Assistant</b>
<b>Reports To:</b>	<b>Clinic Manager</b>
<b>Department:</b>	<b>Clinical Operations</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Travel:</b>	<b>5%</b>
<b>Positions Supervised:</b>	<b>None</b>
<b>Work Schedule:</b>	<b>Full Time (40 hours per week)</b>

## Job Summary

The Medical Assistant will perform clinical duties under the direction of physician and Clinic Manager. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, and administering medications as directed by physician. Promote and support the Patient Centered Medical Home (PCMH) primary care model.

## Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

## Essential Functions

- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Show patients to examination rooms and prepare them for the provider.
- Record patients' medical history, vital statistics and information in medical record.
- Prepare and administer medications as directed by provider.
- Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.
- Explain treatment procedures, medications, diets, and providers' instructions to patients.
- Help provider examine and treat patients, handing them instruments and materials or performing such tasks as giving injections or removing sutures.
- Prepare rooms for patient examinations, keeping the rooms neat and clean.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Change dressings on wounds.
- Perform routine laboratory tests and sample analyses.
- Set up medical laboratory equipment.
- Operate electrocardiogram (EKG), nebulizers, and other equipment to administer routine diagnostic tests.
- Report to work as scheduled and on time and keep supervisor informed as to changes in work schedule.
- Perform other duties as assigned.

## Qualifications

- Multi-tasker, Efficiency, Attention to detail, Customer oriented
- Accountability, Accuracy, Organized, Empathetic,
- High School graduate or GED Degree required
- Community Health Care Clinic or similar patient care experience preferred
- Six months to one year prior medical assistant work experience preferred or completion of medical assistant/nursing courses by recognized institution
- Medical Assistant Certification preferred

- CPR certification required
- Immunization records required
- Prior experience taking vital signs, giving immunizations, medication administration
- Proficiency with Microsoft Office environment preferred
- Prior experience with electronic health records system preferred

### Working Conditions

Health clinic environment with possible exposure to airborne and bloodborne pathogens.

### Physical Requirements

Stand for extended periods of time, do repetitive tasks with few breaks.

### Physical Demands

**Physical Abilities:**

Stand~Frequently  
 Walk~Frequently  
 Sit~Occasionally  
 Handling/Fingering~Occasionally  
 Reach Outward~Occasionally  
 Reach Above Shoulder~Occasionally  
 Climb~Not Applicable  
 Crawl~Not Applicable  
 Squat or Kneel~Occasionally  
 Bend~Occasionally

**Lift/Carry:**

10 lbs or less~Frequently  
 11-20 lbs~Frequently Sense of touch  
 21-50 lbs~Occasionally  
 51-100 lbs~Occasionally  
 Over 100 lbs~Occasionally

**Push/Pull:**

12 lbs or less~Frequently  
 13-25 lbs~Frequently  
 26-40 lbs~Occasionally  
 41-100 lbs~Occasionally

**Other Physical Requirements:**

Sense of sound (hear from stethoscope)  
 Ability to wear PPE (gloves, gown, face shield)

*\*\*\*The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

<b>Prepared By/Date:</b>	<b>Human Resources</b>
<b>HR Director Approval:</b>	
<b>Date:</b>	
<b>Supervisor Approval:</b>	
<b>Date:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	