Niobrara Community Hospital Job Description

Position Title: Medical Assistant Reports to: CNO
Date: July 2017 Department: RRHC

General Purpose:
The purpose of this position is to assist the providers at NCH and in the Rawhide Rural Health Clinic with providing safe, quality care to patients and residents of NCH. Additionally, this individual is integral in the flow in patient care from registration through care follow-up.

Essential Duties/Responsibilities:
Filing and general office work will be required. In this position, the employee will prepare patients for the provider, perform procedures, maintains equipment, and maintains patient records. Instruct patients on a urine clean catch collection. How to do a DOT collection. Check provider orders for diagnosis and clarify orders when necessary. Perform filing and general office procedures. Maintain inventory. Use universal precautions to promote personal and patient safety. Follow HIPAA regulations. Take vital signs. Assess and document basic signs and symptoms. Fill in growth charts. List medications in chart. Administer injections and monitor patient for reactions or side effects as ordered by provider. Perform vision tests and color blindness tests. Change dressings as ordered by provider. Remove sutures as ordered by provider. Perform ear irrigation as ordered by provider. Assist in minor office surgeries with provider present. Administer oxygen per nasal cannula or mask and nebulizer treatments as ordered by provider. Perform ankle-brachial index measurements as ordered by provider. Perform PAD measurements as ordered by provider. Communicate with patient in person and by telephone. Call in medication refills. Set up referrals and fax all necessary records and confirms records were sent. Retrieve necessary files from medical records or other providers when requested. Keep clinic supplies stocked in rooms, medication cart, procedure cart, and check for outdates. Keep lab/x-ray referral forms stocked in clinic and provider offices. File dictation and follow up on missing dictations or need for obtaining signature from absent provider. Sterilize instruments. Update infection control log. Update cancer registry log. Assists with quality assurance program and performance improvement activities as outlined.

Other Duties/Responsibilities:
In addition to daily tasks, this position must perform a variety of technical and supportive activities in a hospital to assist medical staff in the diagnosis and treatment of patients using phlebotomy and clinic equipment. This individual is responsible for making sure that calibration and routine maintenance on clinic equipment is performed to assure proper functioning including cleaning and sterilizing equipment and maintain appropriate documentation of these activities. Maintain inventory and supplies as necessary in the clinic patient-care areas and MA/CNA Office. Follows written and verbal instructions from providers and direct supervisors.
This position must demonstrate the ability to work under limited supervision. This position is also required to assist with maintaining patient records and an effective filing system. Maintain positive relationships with hospital staff, medical staff, patients and visitors. Participate in problem solving as needed.

Employees are held accountable for all duties of this job.

**Supervisory Duties:** None

**Job Qualifications**

**Knowledge, Skills, and Ability:**
The ability to read, write, and speak English is required. Additionally, the ability to read, analyze and interpret common scientific and technical articles. Ability to respond to common inquiries or complaints from patients, regulatory agencies, or members of the business community. The ability to work with mathematical concepts such as fractions, percentages, and ratios and apply them to practical situations. Knowledge of and capability to define problems, collect data, and establish facts is also necessary. Ability to multi-task and communicate information accurately to providers is required. The ability to remain calm and courteous under pressure and display clear and effective communication skills

**Education or Formal Training:**
Minimum education: High School Diploma or GED. Current completion of an MA or course for nursing assistants preferred. Current CPR and BLS Certification.

**Experience:**
At least two years of experience in a clinic health care setting as an MA, or an equivalent combination of experience and training, is required.

**Working Environment:**
Working in a clinic creates a unique work environment of both confidentiality and hospitality. The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This individual can expect a moderate noise level, such as a business office or light traffic. You must have the ability to hear well enough to function well in this setting (e.g. normal hearing and audiogram including normal noise and speech discrimination).

**Physical Activities:**
Under one third of the time you may need to sit, climb, balance, stoop, kneel, crouch or crawl to perform your job duties. One-third to two-thirds of the time you will stand, walk, use your hands, or reach with your hands and arms. Over two thirds of the time it will be necessary to talk or hear. You will frequently bend, reach and push or pull less than 50 pounds. Occasionally you will squat, kneel, climb on a step ladder, twist at the waist, and rotate above the waist. Up to one-third of the time, you must be able to lift up to 50
pounds from a twelve (12) inch height to waist height. The ability to see with clear vision at 20 inches or less, 20 feet or more, strong peripheral vision, three-dimensional vision and ability to judge distances and spatial relationships (depth perception); and the ability to adjust focus is necessary.

**Note:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily in the above listed conditions. Please notify your supervisor as soon as possible if you require any type of reasonable accommodation to perform the essential functions. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Comments:

Requested Accommodations:

Employee Signature:______________________________ Date:__________

Supervisor Signature:______________________________ Date:__________

HR Director Signature:______________________________ Date:__________