



# MORROW COUNTY HEALTH DISTRICT

Excellence in Healthcare

## ***Employment at Morrow County Health District***

At Morrow County Health District, we believe that each employee makes a significant contribution to those we serve and the District as a whole.

The District's vision is to be the first choice for quality, compassionate care, and lead the way in promoting wellness and improving health in our communities. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and uphold the District's values of integrity, compassion, quality, respect, and financial responsibility.

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this job description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary.

**Title:** Medical Assistant I

**Dept:** Clinics

**Exempt/Non-Exempt:** Non - Exempt

**Reports to:** Primary Care Director

**Pay Equity Group:** Union

### **General Position Summary:**

Assists in providing patient care and performs a variety of procedures and assessment duties, including vital signs, EKG and Oximetry testing. Performs phlebotomy and administers injections. Records and updates information in patient's electronic medical record. Ensures supplies are adequately stocked and outdates are pulled from supply areas. Assists the provider as necessary. Does authorizations/referrals as requested by provider.

### **Essential Functions:**

- Maintains established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
- Ushers patients to exam room, and prepares them to see the provider by obtaining and documenting symptoms & duration, allergy and medication information and updating in electronic health record.

- Obtains and documents patients' vital signs including height, weight, temperature, blood pressure, pulse, respiration & pulse oximetry.
- Performs EKGs as requested.
- Obtain collection of blood specimens
- Maintains work operations by following policies and procedures.
- Follow all infection control precautions and wear proper PPE when required.
- Assists provider with examinations, procedures, and other processes related to direct patient care.
- Gathers and disposes of trash and waste materials, removes waste and soiled linens from work area and places them in specified bags or containers.
- Performs terminal cleaning procedures of patient rooms and prepares room for new occupant; follows infection control procedures.
- Assists with care and maintenance of department equipment and supplies.
- Ensures an adequate stock of supplies and medication, checks for proper functioning of equipment, and performs inventory and outdated medication checks under direction of Medical Assistants II or provider.
- Demonstrates knowledge and skills necessary to provide age appropriate care of patients ranging from newborn to geriatric.
- Participates in educational programs and in-service meetings.
- Obtains Authorizations for testing procedures and sets up referral appointments as necessary if Referral Authorization Specialist unavailable.
- Keeps provider on a timely schedule to minimize time patients spend in waiting room.
- Maintain strict patient confidentiality and follow all HIPAA regulations.
- Reviews electronic medical record for labs, prescription refills, etc.
- Calls patients with lab reports as requested by provider.
- Screens patients on the telephone for need to be seen.
- All other job duties as assigned.

**Secondary Functions:**

- Conducts vision and hearing tests, administers nebulizer treatments and allergy and therapeutic injections, performs dressing changes, and urinalysis assessment.
- Administers injections as directed by provider.
- Sends information/records to specialists and other providers as directed.
- Attend all required meetings and complete all assigned trainings by due date.
- Does housekeeping as requested.

**Job Scope:**

**Supervisory Responsibility:**

The MA does not have any supervisory responsibility.

**Interpersonal Contacts:**

Must have excellent interpersonal communication skills to accomplish a variety of work with various groups of people, including physicians, patients and family members, personnel from other hospitals, clinics, healthcare organizations and facilities, co-workers as well as the general public. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

**Specific Job Ability:**

- Provides and gives cooperative and courteous service to patients, visitors, and fellow staff members in a timely manner.
- Maintains patient and clinic confidentiality, follows all HIPAA and other District policies.
- Performs other related duties as assigned or requested.
- Possess good interpersonal skills and the ability to communicate clearly orally and in writing; effectively relate to patients, visitors and other staff members.
- Demonstrate good assessment skills.
- Ability to work as an effective team member in a highly organized and efficient manner.
- Ability to learn a variety of skills.
- Ability to prioritize duties.

**Specific Job Effort:**

- Sitting, walking, standing, bending, lifting and assisting with moving patients throughout the day.
- Ability to concentrate on detail with constant interruptions.

**Education, Experience and Certification/Licensure:**

- Minimum high school graduate or equivalent with prior medical experience, electronic medical record experience preferred.
- BLS Certification

**Job Conditions:**

- Manual dexterity for manipulating tools, instruments, equipment on a regular basis.
- Subject to exposure to infectious substances and contagious diseases, blood, body fluids, odors, hazardous chemicals.
- Subject to hostile and emotionally upset patients and family members.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position will be placed in my personnel file.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date