

# V&IOVIS<sup>SM</sup>

## JOB DESCRIPTION FORM

<b>Job Title:</b> Medical Assistant	<b>Reports to:</b> Sr. Nursing Manager
<b>Department:</b> AM/Peds/Cancer Center/OB	<b>Location:</b> FHP/A1

### **Job Summary:**

Reports directly to the Sr. Nursing Manager and interviews patients to obtain medical information and measures their vital signs, weight and height. Collects blood, tissue or other laboratory specimens, logs the specimens and prepares them for testing. Performs routine laboratory tests and sample analyses.

### **I. Essential Duties and Responsibilities:**

1. Greets and logs in patients arriving at the FHP Clinic.
2. Interviews patients to obtain medical information and measures their vital signs, weight and height.
3. Shows patients to examination rooms and prepares them for the physician.
4. Records patients' medical history, vital statistics and information such as test results in medical records.
5. Prepares and administers medications as directed by a physician.
6. Collects blood, tissue or other laboratory specimens, logs the specimens and prepares them for testing.
7. Performs routine laboratory tests and sample analyses.
8. Explain treatment procedures, medications, diets and physicians' instructions to patients.
9. Assists physicians examine and treats patients, handing them instruments and materials or performing such tasks as giving injections and removing sutures.
10. Prepares treatment rooms for patient examinations, keeping the rooms neat and clean.
11. Cleans and sterilizes instruments and disposes of contaminated supplies.
12. Schedules appointments for patients.
13. Changes dressings on wounds.
14. Performs general office duties such as answering telephones, taking dictation and completing insurance forms.
15. Performs other duties that may be assigned from time to time.

### **II. Experience & Specifications:**

1. High School Graduate – with a certification from an accredited program.
2. Minimum of 1 year experience in interviewing patients to obtain medical information and measures their vital signs, weight and height. Collects blood, tissue or other laboratory specimens, logs the specimens and prepares them for testing. Performs routine laboratory tests and sample analyses.
3. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
4. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.

5. Outstanding oral and written communication skills.
6. Strong ethics and a high level of personal and professional integrity.
7. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.
8. Computer literate and very highly proficient in using MS office programs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodation.

While performing the duties of this job, the employee is frequently required to stand for long periods of time, walk between patients rooms, may run during emergencies, communicate clearly via speech, use hands to finger in repetitive motion, handle, or feel objects, tools or controls, reach with hands and arms, balance, talk, hear conversations or sounds as well as via radio or telephone. The employee must be able to occasionally sit, drive a car or travel to other locations. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally; the employee might be exposed to unpleasant and or stressful situations.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.