



Posting Date: August 30, 2019

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**MEDICAL ASSISTANT**

**PER DIEM**

**WELLFLEET**

**SUMMARY**

In Massachusetts, medical assistants are unlicensed allied health practitioners who function as members of the health care team under the supervision of a physician. At Outer Cape Health Services, medical assistants function under the administrative supervision of the Charge Nurse and the clinical supervision of the Medical Director. The Medical Assistant assists providers by performing a variety of patient flow, supply and environmental duties to support the health care team in the delivery of high-quality patient care.

**ESSENTIAL JOB FUNCTIONS**

**Primary Functions:**

- Reviews electronic medical record (EMR) prior to patients' scheduled appointment to ensure that all that lab results, consult reports and hospital discharge records are available to the provider and notes dates of most recent primary care screening tests.
- Properly identifies patients and escorts them to the exam room; reviews and records reason for visit, current medications, and updated history as noted in adult health history form/interim history form as well as through patient interview. Provides patient with forms to be completed prior to provider visit (learning needs assessment, depression screen, consent forms as necessary).
- Accurately performs and records patient vital signs, height, weight and oxygen saturation as appropriate.
- Assists in preparing patients for examination; assists patients in undressing, dressing, and getting on and off the examination table. Notifies provider of patient's arrival and readiness for their examination.
- Assists providers with patient examinations and procedures, including (but not limited to) minor surgical procedures, GYN exams, diagnostic studies, and treatments. Operates and monitors functioning of equipment; hands instruments to the provider; comforts patients.
- Recognizes and reports to provider abnormal vital signs; recognizes potential emergency situations, seeks assistance and intervenes appropriately. Notifies the appropriate person in the event of a medical emergency; assists provider in rendering emergency care as directed by provider.
- Applies and removes dressings under the direction of the provider.
- Conducts hearing, vision, breathing and EKG testing; records results in EMR; reports abnormal findings to provider.
- Performs CLIA-waived point of care testing.
- Labels, collects and prepares lab specimens; Handles all specimens using Universal Precautions.
- Delivers all lab specimens to lab as indicated.
- Interacts with patients regarding clinical complaints; reports these complaints to the site manager, charge nurse, or medical director to insure effective and immediate response.

- Participates in quality assurance activities and all training seminars (OSHA and others).
- Assists in orientation of new employees, shares pertinent information and teaches others to perform tasks.
- Interacts and communicates professionally with co-workers.
- Maintains patient confidentiality at all times
- Maintains as pleasant, respectful and courteous demeanor at all times with patients and coworkers; uses discretion with conversation and awareness of HIPPA regulations.
- Cleans wraps and sterilizes instruments according to policy and procedure for reprocessing of instruments.
- Assists charge nurse with inventory and ordering all medical supplies,
- Keeps exam rooms stocked, clean and orderly in accord with infection control and HIPPA standards; monitors rooms for patient safety; documents inspection of rooms twice daily.

**Secondary Functions:**

- Participates in appropriate role in disaster drills, fire drills, fires and other emergency situations.
- Exercises care in the operation and use of equipment. Performs routine cleaning and preventative maintenance to ensure continued functioning of equipment. Maintains work areas in a clean, safe and organized manner.
- Performs similar or related duties as requested or directed.

**ABILITIES**

- Ability to deliver patient care in a manner that is appropriate to the patient’s age, physical ability and intellectual development. Must be able to demonstrate proficiency in assessing care to meet the needs of the population served ( newborn, pediatric, adolescent , adult and geriatric )
- The ability to measure blood pressure, temperature, pulse, weight and height of patients seen and the ability to do objective patient interviews. Must be able to work cooperatively as part of a clinical team.
- The physical ability to assist patients in accessing care as needed, and to walk and stand for long periods. May be required to lift small loads and assist with patient mobility

**PREPARATION AND KNOWLEDGE**

- Position requires knowledge equivalent to graduation from high school and successful completion/certification as Medical Assistant.
- CMA certification preferred. Documentation of phlebotomy training required before medical assistant may draw blood. BLS certification preferred.
- Requires the physical ability to assist patients in accessing care as needed, and to walk and stand for long periods. May be required to lift small loads and assist with patient mobility. Must have the ability to travel between sites if necessary.

**SUPERVISORY RESPONSIBILITY**

None

**WORKING CONDITIONS/PHYSICAL DEMANDS**

Normal business office environment

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

*To be eligible to apply for a posted job, employees must have performed competently for at least six (6) months in their current position. Employees who have received a written warning in the past six (6) months, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.*

*If you wish to apply for the position described above, please fax an Employee Transfer Request form and your resume to Human Resources at 508-905-2838. The transfer form must be signed by your current supervisor. A Transfer Form is available on the "S" drive of your computer under "HR-Information for Everyone".*

**WE RECOGNIZE THAT THE DIVERSITY, TALENT, INNOVATION AND COMMITMENT OF ALL OF OUR EMPLOYEES  
CONTRIBUTE TO OUR STRENGTH AND ARE MAJOR COMPONENTS OF OUR SUCCESS.**