



Posting Date: September 2, 2020

MEDICAL ASSISTANT – Two Positions

FULL TIME

HARWICH PORT

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, Inc., 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 assure that all 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 ensure 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 of 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 preventive 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

AAP/EEO STATEMENT

Outer Cape Health Services is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or

other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities and conflict resolution.

It is also the policy of OCHS to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

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.**

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.