

FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

Clinic Medical Assistant

JOB DESCRIPTION

March 2022

REPORTS TO: Clinic Manager

SUPERVISES: None

FLSA CLASSIFICATION: Non-exempt

SUMMARY

Assist the professional staff in providing maximum guest care assessment, planning, implantation, and evaluation of each assigned guest. Under supervision gives direct and indirect guest care as assigned.

ESSENTIAL FUNCTIONS

- Schedules appointments.
- Orders guest prescriptions and refills in a timely manner.
- Obtains guest vital signs, including weight and height.
- Performs Snelling Eye Chart Exams.
- Prepares for and schedules guests for procedures.
- Prepares specimens for pathology, if needed.
- Administers medicines as directed.
- Makes referrals in a timely manner.
- Communicates physician orders as needed, but not limited to, other physicians, nurses, guests, pharmacy staff, and other facilities.
- Maintains records.
- Acts as guest advocate and maintains privacy and confidentiality of all appropriate information.
- Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

PROFESSIONAL REQUIREMENTS

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain guest confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.

- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

KNOWLEDGE, SKILLS and ABILITIES

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing guest or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

QUALIFICATIONS

- High school diploma or equivalent.
- Current certification as a Medical Assistant preferred.
- Current BCLS certification required.
- One-year prior working experience required with a working knowledge of an EMR system.

PHYSICAL REQUIREMENTS

- Full range of body motion including handling and lifting guests.
- Manual and finger dexterity.
- Hand and eye coordination.
- Sitting for extended periods of time.
- Standing, walking and reaching.
- Lifting and carrying items weighing up to 50 pounds.
- Corrected vision and hearing to within normal range.

Employee

Date

Supervisor

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.