

# FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

## Clinic Medical Assistant

### JOB DESCRIPTION

**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 BLS 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.

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Employee

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Date

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Supervisor

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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.*