

YOAKUM COUNTY HOSPITAL

Denver City, Texas

JOB DESCRIPTION

Supervisor: Chief Operating Officer

Department: WTMC

Job Title: Medical Assistant

Schedule: Monday- Friday (8:00am-5:00pm)

JOB SUMMARY: Performs basic administrative, clerical, and routine medical tasks and procedures under direct supervision of a licensed physician or designated mid-level providers in the RHC. The CMA will assist the medical providers and may perform within the scope of practice of a medical assistant to include placing patients in exam rooms, collecting and recording patient data including medications, height, weight and vital signs, pain rating, fall risk, prepare patients for clinician evaluation, apply and remove dressings, give injections, and other similar procedures.

JOB QUALIFICATIONS:

- A. Education: High School graduate or equivalent required.
- B. Personal Job-Related Skills: Ability to read and write, effective oral and written communication skills and the ability to comprehend and follow verbal or written instructions.
- C. Licensure, Registry or Certification: Graduate of a Certified Medical Assistant program preferred. If not currently certified, must obtain certification within one (1) year of hire.
- D. Experience:
 - 1. Prior Work Experience: One year experience as a licensed Certified Nursing Assistant from an accredited school.
 - 2. Prior Work Experience: One year experience in a medical setting preferred.

- E. Physical and Mental Requirements: Duties of the position require extended periods of standing and walking. Bending, stooping, twisting, reaching, and lifting up to 50 pounds. Occasional heavy lifting when moving or supporting patients who may suddenly become weak or helpless.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Record patients' vital signs, documenting in EHR (Electronic Health Record).
- B. Prep and cleaning exam rooms for clinical visits.
- C. Assist providers during routine checkups and other physical exams as needed.
- D. Monitor and document patient symptoms for providers' review during clinical exams.
- E. Provide compassionate patient support and care, attention and assistance during office visits.
- F. Maintains supplies and equipment
- G. And other duties assigned.

OTHER SIGNIFICANT REQUIREMENTS:

- A. Maintains HIPAA required and all other confidentiality while working with confidential matters on a daily basis.
- B. Provides service direct to patients while maintaining a positive customer relations atmosphere.
- C. Interacts with patients, family members and Medical Staff members on a continuous basis.
- D. Follows aseptic procedures and procedures for using precautions when involved in direct patient contact or handling potentially infectious materials.
- E. Performs duties in related departmental functions as directed by the Administrator or Department Supervisors. Willingly assists in anything being necessary for patient care or accomplishing the Clinic's mission
- F. Follows safety guidelines and policies for the Hospital.