



Job Documentation	
<b>JOB TITLE:</b> Medical Assistant LPN, CNA, CMA, Med Aide, Physician Practice	<b>JOB CODE:</b> S397
<b>DEPARTMENT:</b> Clinic	<b>STATUS:</b> Non-Exempt
<b>SUPERVISES:</b> NA	<b>ADDENDUMS:</b> NA
<b>REPORTS TO:</b> Clinic Administrator	<b>EFFECTIVE DATE:</b> December 2020
	<b>REVISED ON:</b> 1/4/22

## PRIMARY FUNCTIONS

The Medical Assistant performs various medically (within the scope of training or certification) related and administrative tasks by assisting providers in providing direct patient care. Administrative duties may include answering phones, scheduling and admitting patients, and assisting with insurance forms and verification. Medically related tasks may consist of checking vitals, updating medical histories, asking about symptoms, answering basic questions, and explaining diagnoses and treatment plans. Also performs basic diagnostic laboratory procedures such as taking blood, urine, and other bodily fluid samples, giving injections, assisting with limited radiology services, and cleaning and sterilizing equipment.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulations related to the performance of CCCH operations and conditions of the Compliance Program. Participates in professional growth and development to keep certification up to date.

## QUALIFICATIONS

### Education and Experience

- High School Diploma or GED required
- Associate Degree from a credited medical program preferred
- 1-2 years health care experience

### Certificates, Licensure, Registrations

- Certification in Medical Assisting, accredited by either the CAAHEP or ABHES
- Certified Nursing Assistance certification
- Medication Aide certification
- Licensed Practical Nurse (LPN)
- Current in BLS



## GENERAL REQUIREMENTS

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- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner, and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses the ability to make independent decisions and changes
- Demonstrates teaching skills, understanding, and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students, and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bend and lift as the job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

## SIGNIFICANT DUTIES

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- Record patients' medical history, vital statistics in patients' medical files
- Prepare treatment rooms for patient examinations
- Interview patients to obtain medical information
- Collect specimens and send them for testing
- Explain treatment procedures, medications, diets, or physicians' instructions to patients
- Clean and sterilize instruments and dispose of contaminated supplies
- Perform routine laboratory tests and sample analyses
- Give patient injections suture removal
- Assisting healthcare professionals with patient examinations and minor procedures
- Recording vital signs and collecting and preparing laboratory specimens
- Performing minor diagnostic tests and administering treatment under the supervision of healthcare professionals
- Relaying diagnostic test and assessment results to healthcare professionals
- Setting up and replenishing stock in examination and procedure rooms



Utilizes proper body mechanics, transfer/lifting techniques, and appropriate equipment to minimize fall risk to patient and injury to self.

## Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <i>(0-25% of day)</i>	Occasionally <i>(26-50% of day)</i>	Frequently <i>(51-75% of day)</i>	Continuously <i>(76-100% of day)</i>	
Lift: lightweight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavyweight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb		X				
Squat/crouch				X		
Kneel		X				
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl		X				
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in a distracting environment					X	



## SIGNATURES

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All levels have approved this job description of management.

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Manager

Date

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HR

Date

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

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Employee

Date