



Job Posting

Date: 7-5-2017

Title: Medical Assistant

FLSA: Full Time, Non-Exempt

Location: Cassopolis, MI

Cassopolis Family Clinic Network is seeking a Medical Assistant for Cassopolis Family Clinic. The Medical Assistant performs direct technical nursing care and functions in accordance with the plan of care. Well care, acute and chronic illness care is provided to patients of all ages. Actively participates as a member of the Patient Centered Medical Home team.

Principle Duties and Responsibilities:

- Promotes the mission and philosophy of providing quality healthcare and related services to the medically underserved. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Promotes and participates in Patient Centered Medical Home activities in order to achieve and maintain level 3 NCQA PCMH recognition.
- Assists with vital signs, interviewing patient and completing health history, documentation in patient record, prepare patient for examination and/or procedures, updating medication profiles.
- Accurately collects, processes and maintains medical record data in collaboration with the health care team to facilitate the availability of ongoing patient information in a timely manner.
- Performs EKG testing according to procedure.
- Performs point of care and quality control checks as needed with appropriate result documentation. Recognizes abnormal results and knows when to notify the RN or physician.
- Establishes and maintains open and positive communications in all aspects of job performance, including efficient response to telephone requests.
- Assists with patient education.
- Participates in economical utilization of supplies, equipment and resources.
- Maintains a commitment to growth and development by participation in mandatory annual in-services, certification and educational programs for improvement of self to maintain competency and maintain certification.
- Maintains a commitment to the achievement of quality health care services through good communication and by maintaining patient rights, safety, privacy, confidentiality and customer relations philosophy.
- Is familiar with governmental rules and regulations that pertain to billing and coding for physician services

as well as OSHA, CLIA, Universal Precautions, Blood borne Pathogens, etc. Complies with all safety rules and precautions recommended by the Medical Director.

- Performs other duties as assigned.

Knowledge, Skills and Abilities Required:

Education:

- Successful completion of a Certified Medical Assistant program.

Experience:

- Graduation from a Certified Medical Assistant school.

Skills:

- Basic reading, writing, understanding and ability to speak the English language and skills normally acquired through graduation from high school or successful completion of a G.E.D. program.
- Basic data entry skills, basic typing, filing, organizational skills.
- Communication skills with emphasis on professional impression and grammatical expression; detail oriented, cares about accuracy, often possesses perfectionist qualities.
- Ability to handle workload in stress filled environment without producing errors.

Interpersonal:

- Ability to demonstrate customer focused interpersonal skills in order to interact in an effective manner with patients and their families.
- Ability to collaborate with Clinic staff and providers as well as with other departments.
- Must be able to perform a variety of basic skills according to patient care needs and apply skills for patient care role.
- Ability to organize, prioritize and manage time.

Knowledge:

- Knowledge of organization policies, procedures, systems and objectives.
- Knowledge of governmental regulations and compliance requirements.
- Knowledge of computer systems and applications.

Certificate/License:

- Medical Assistant Certification preferred.

Reporting Relationships:

- Reports to Patient Care Manager

We offer an attractive compensation and benefit package including paid time off, paid holidays, medical/dental/Rx/vision insurance, short term and long term disability, Accidental Death and Dismemberment coverage, life insurance, and retirement.

How to Apply:

For consideration, please send your resume to Tammy Howard 261 M-62 Cassopolis, MI 49031 or email to thoward@cassfamilyclinic.org.