



Job Posting

Date: 4-18-2018

Title: Part-Time Medical Assistant

FLSA: Non-exempt

Location: Obstetrics & Gynecology, Niles

Cassopolis Family Clinic Network (CFCN) is seeking a part-time Medical Assistant (MA) to add to the Obstetrics & Gynecology team. The MA will perform direct technical nursing care and functions in accordance with plan of care. Actively participates as a member of the Patient Centered Medical Home Team. Works under the supervision of the RN or physician.

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.
- Maintains the standards of nursing care & implements the policies and procedures of the Clinic accordingly.
- Actively participates in nursing care provided to the patients.
- 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 healthcare 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 procedures and specimen collection.
- Assesses patient at each visit and accurately documents pertinent information.

- Reviews patient medications, updates medication list, and adds prescription information to the medication list.
- Responds to patient telephone messages and places it in the chart. Charts prescription refills in the chart or phones prescription into a pharmacy under the direction of the patient's provider and per protocol.
- 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 healthcare services through good communication and by maintaining patient rights, safety, privacy, confidentiality and customer relations philosophy.
- Is oriented to and complies with all governmental rules and regulations regarding OSHA, CLIA, Blood borne Pathogens, etc. Complies with all safety rules and precautions recommended by the Medical Director.
- Medication administration including oral, Sub Q, and IM.
- 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 or Registered required.
- BLS

Reporting Relationships:

- Reports to Patient Care Manager

Working Environment:

- Physical: Works in a normal office environment where there are minimal physical discomforts due to temperature, noise, dust and the like.
- Must have manual dexterity for use of a computers keyboard and calculators. Ability to remain stationary for long periods of time. Ability to communicate via phone, mail and in person to resolve disputes, solve problems, etc. Requires sitting, walking, stooping, bending, ability to walk up stairs and lift 50 lbs. or more.
- Sitting required with standing and walking throughout period. Requires activities such as pushing, stooping, kneeling, talking and seeing.
- Some exposure to visual strain due to close inspection of forms, records and computer screens.
- Cognitive skills to analyze, calculate data, problem solve.
- Occasional exposure to communicable disease, unpleasant odors, noise due to clinic and/or data processing activities.
- Working under stress
- Must be in good physical and mental health.
- Job is subject to frequent interruptions and changes in priorities.

CFCN Employee Benefits:

CFCN offers an attractive compensation and benefit package including paid time off, paid holidays, medical/dental/Rx/vision insurance, short and long term disability, life and accidental death and dismemberment coverage, and a 401k retirement plan.

How to Apply:

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