

Certified Medical Assistant

Job Description

Title Certified Medical Assistant

Department(s) Medical and Psychiatry

Reports to Office Manager

Job summary

Medical Assistants at Omaha Integrative Care are responsible for the delivery of integrative patient care that promotes the safety and well-being of all patients. They are responsible for the delivery of patient care through the process of assessment, diagnosing, planning, implementation, and evaluation. This position collaborates with other professional disciplines to ensure effective and efficient patient care delivery and the achievement of desired patient outcomes. This position is also responsible for covering front desk areas including patient check in, collection of fees, and retail product sales.

Summary of essential job functions

- Perform general patient care by following established standards and procedures.
- Greet and prepare patients for the health care provider.
- Obtain and record vital signs including but not limited to, blood pressure, temperature, pulse, respiration, height, weight, drug allergies, and current medications and presenting problem.
- May be required to draw and collect blood samples from patients and prepare specimens for laboratory analysis.
- May administer ordered medications and/or vaccines via oral, injection, topically, rectal, ophthalmic, and/or inhalant administration.
- May perform routine tests including but not limited to EKG's.
- Schedule patients for diagnostic testing and follows up to ensure completion of testing.
- Communicate with patient regarding test results and plan of care by phone or mail as directed by physician.
- Prepare, clean and sterilize instruments and maintain equipment; keep patient exam rooms stocked, clean and orderly; dispose of contaminated items according to protocol.
- Document patient plan(s) of care, tests and examination results in the medical record as directed by the provider.
- Escalate non-routine issues, questions and/or concerns to the practice manager or healthcare provider(s).
- Ensure safety checklists/quality controls are completed as required.
- Provide for patient safety and protection of patient privacy rights.
- Perform other duties as assigned by practice manager, MA Lead or as requested by healthcare provider(s).
- Assist in the product sales as needed.

- Represent Omaha Integrative Care in the professional community.
- Other duties as assigned.

Minimum requirements

- High school diploma or equivalent required.
- Graduate from an accredited Medical Assistant program preferred.
- Certified Medical Assistant (AAMA)
- Basic Life Support (BLS) or Advanced Care Life Support (ACLS) required

Abilities required

- Ability to perform EKGs, draw blood and administer injections.
- Ability to effectively communicate to staff and patients.
- Demonstrated knowledge of examination, diagnostic and treatment room procedures.
- Thorough knowledge of the meaning and use of medical terminology and abbreviations.
- Demonstrate sound judgment and composure with the ability to take appropriate action in questionable or emergency situations.
- Maintains a positive, caring attitude towards patients.
- Good computer skills using a medical management application.
- Possess a strong work ethic and a high level of professionalism.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.