



P.O. Box 2490
Marrero, LA 70073
(504) 371-8958

JOB TITLE: Medical Assistant
DEPARTMENT: Clinical Administration
REPORTS TO: Clinical Site Manager
FLSA STATUS: Non-Exempt

GENERAL SUMMARY OF DUTIES: Assistants to physicians, sharing some duties of patient support specialist, provides general patient support and manage scheduling of patients. Performs data entry in electronic medical records.

SUPERVISION EXERCISED: None

ESSENTIAL FUNCTIONS:

- Perform clinical procedures as assigned by physicians/providers
- Answers and route incoming calls, as appropriate. Take messages when necessary.
- Assist physicians with procedures and treatments
- Process patients through initial brief assessments
- Follow-up on all patients
- Measure – report and document vital signs; obtain temperatures
- Perform patient assessments
- Perform laboratory tests
- Perform daily testing on equipment as delegated
- Ensure safety and cleanliness in patient areas
- Cross train with administrative patient support staff
- Perform JCAHO and OSHA related duties as assigned
- Other job duties as assigned by Clinical Site Manager

QUALIFICATIONS: To perform this job successfully, an individual must have had formal medical assistant training, knowledge of current clinic practices for a medical assistant and exhibit excellent written and communication skills.

EDUCATION/EXPERIENCE: Must have or be eligible for a current Medical Assistant Certification; must have completed Medical Assistant training in an accredited Medical Assistant program with phlebotomy being a part of the program; computer skills

LANGUAGE SKILLS: Ability to read, speak, and comprehend written documents fluently.

MATHEMATICAL SKILLS: Ability to work with basic mathematical concepts.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS: Candidate must be a Medical Assistant. All candidates will be required to submit to a criminal background check and screening as part of pre-employment.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hand to finger; handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, with proper medical documentation/clearance, if applicable.

The physical requirement and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

This job description includes the major duties and responsibilities of the job but it is not inclusive of every task inherent in the job. In addition, it may be occasionally necessary for employees to be assigned tasks not specifically covered by their permanent assignment. Employees will be expected to comply with reasonable requests from their supervisor.

I have read and understand the job description for this position. I agree to abide by all the duties and responsibilities for the job including any reasonable request from my supervisor. I also understand that I will be evaluated based on these job specific performance standards.