

# York County Community Action Corp.

## Nasson Health Care

### Medical Assistant

#### Job Description

**REPORTS TO:** Clinical Nurse Manager

**STATUS:** Nonexempt; Full time

**PAY GRADE:** 5

#### **PURPOSE:**

The medical assistant works collaboratively with a team of health professionals to provide comprehensive primary care to all patients while utilizing the Patient-Centered Medical Home model of care delivery.

#### **RESPONSIBILITIES:**

1. Actively engages in ongoing provider panel management activities; routinely scans patient records for gaps in care and takes steps to assure that appointments are scheduled and all indicated services are delivered.
2. Carries out new patient orientation sessions; addresses:
  - a. core components of Patient Centered Medical Home Standards
  - b. provider and patient responsibilities
  - c. the integration of medical, behavioral health and dental care
  - d. shared decision making
  - e. patient self-care planning
3. Collaborates with other members of the practice team to prepare for patients' office visits and assure that all indicated services are planned and delivered.
4. Prepares patients for provider visits; task include:
  - a. Obtaining and recording accurate vital signs
  - b. Obtaining and recording thorough health and social histories
  - c. Administering all indicated vaccines
5. Prepares and maintains exam rooms
6. Assists with examinations, procedures and treatments
7. Performs in-office diagnostics and treatments according to practice guidelines
8. Performs a variety of routine blood drawing procedures.
9. Processes lab specimens
10. Prepares and administers medications and immunizations.
11. Applies principles of aseptic technique and infection control.
12. Participates in daily pre-visit planning sessions with clinical, behavioral health and care management staff to coordinate schedules and assure that scheduled patients' clinical needs are identified and addressed to the greatest extent possible.

13. Coordinates with the clinical information specialist to assure that medical charting takes place in a standardized manner, that use of structured data fields is maximized, that external data feeds are functional and that Meaningful Use objectives are met.
14. Fully embraces and carries out all applicable NCQA Patient Centered Medical Home standards and Federally Qualified Health Center requirements.
15. Actively participates in quality improvement efforts at the department, health center and agency level.
16. Performs telephone triage activities
17. Authorizes refills of prescription medication according to practice guidelines.
18. Maintains patient confidentiality at all times.
19. Displays a professional manner and image when representing YCCAC/Nasson to patients, professional colleagues and the community.
20. Demonstrates the ability to prioritize and perform multiple functions.
21. Performs other duties as assigned, or as necessary to fulfill the position.

### **Qualifications:**

1. Associate degree in Medical Assisting or diploma from an Approved Practical Nursing Program.
2. Minimum of three years' experience in a primary care medical practice.
3. Applies critical thinking skills in performing patient assessment and care.
4. Strong written and verbal communication skills.
5. Supports the attainment of optimal, patient-centered outcomes defined by a care planning process between providers, patients, and patients support members.
6. Works as part of a team and supports integration of medical, behavioral health and dental care.
7. Actively advocates for patients and supports patient participation in decision making. Applies active listening skills and demonstrates empathy in communicating with patients and their families.
8. Demonstrates respect for diversity in serving patients and families.
9. Proficiency in the use of at least one Meaningful Use-certified electronic medical record system, population health application and basic Microsoft applications.
10. Willingness to work some non-traditional hours, e.g. evenings and weekends, and coordinate time off with other program staff.
11. Ability to travel between YCCAC/Nasson' clinical sites.
12. Must not have an active record on the System for Award Management (SAM) website.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

**Responsibility for Safety and Health:**

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

**Physical Requirement:**

Physical Essential Functions of the position

Bending	<input type="radio"/>	Sitting	<input type="radio"/>	N (Not applicable)
Carrying	<input type="radio"/>	Standing	<input type="radio"/>	O (Occasionally) on/off up to 3 hrs. per day
Driving	<input type="radio"/>	Talking	<input type="radio"/>	F (Frequently) on/off up to 6 hrs. per day
Handling	<input type="radio"/>	Walking	<input type="radio"/>	C (Constantly) all the time, over 6 hrs. per day
Hearing	<input type="radio"/>	<u>Lift/Carry</u>		
Keyboarding	<input type="radio"/>	20 lbs or less	<input type="radio"/>	
Kneeling	<input type="radio"/>	<u>Push/Pull</u>		
Reaching	<input type="radio"/>	12 lbs or less	<input type="radio"/>	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of MEDICAL ASSISTANT and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or with-out notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_