Medical Assistant

Minimum Qualifications:

Must have a high school diploma plus specialized Medical Assistant Certificate, New Mexico Emergency Medical Technician license, short-term training in clinical medical skills. Current CPR certification required. One to three years of previous experience in ambulatory care preferred.

Requires knowledge of patient care in terms of orchestrating patient rooming and discharging, along with other tasks. Must have a general knowledge of immunizations and how to perform office testing, requisitions for labs, and make referrals to specialists of diagnostics.

Mental Command: Ability to make routine decisions that usually have a limited number of solutions.

Must have the ability to exercise judgment in selection of the order of work assignments to meet clearly established schedules.

Physical Ability: Prolonged, extensive or considerable standing/walking. Must be able to assist with lifting and moving of patients. Lifts supplies/equipment. There is considerable reaching, stooping, bending, kneeling and crouching. Must be able to perform the activities of a fast-paced busy professional office.

Primary Job Functions:

Assigns and assists with patient preparation/rooming patients, as directed by visit plan.

Performs lab procedures, as ordered by Medical Provider or as directed by visit plan.

Assists Medical Providers with procedures.

Assists with patient education, within scope of practice as ordered by Medical Provider.

Assists with visit planning, within Meaningful Use Guidelines and scope.

Is able to document on medical record within scope of practice.

Can assist in screening of patients, in collaboration with Office Manager, or other staff.

Interacts effectively with customers, providing instructions and information, both written and verbal, as appropriate.

Maintains established practice policies and procedures, objectives, quality program, safety, environment and infection control standards.

Seeks help, communicates and cooperates with Medical Provider and other team members and staff appropriately.

Performs other functions as required.