

Job Description
As of October 25, 2019

Job Title:	Medical Assistant	SetID:	AHCMH SA
Job Family:	Charitable	Job Code:	2018012
FLSA Status:	Non-Exempt	Job Code Effective Date:	06/04/2018

Job Summary:

Assists in examination and treatment of patients under direction of a Nurse or Physician.

Responsibilities:

- Understands and Manifest the Philosophy and Mission of Daughters of Charity Services of San Antonio.
- Interviews patients, measures vital signs, such as pulse rate, temperature blood pressure, weight, and height, and records information on patients' charts.
- Prepares treatment rooms for examination of patients.
- Hands instruments and materials to doctor as directed.
- Cleans or sterilizes instruments.
- Inventories and orders medical supplies and materials.
- Schedules appointments, receives money for bills, keeps x-ray and other medical records, performs administrative tasks, and completes eligibility forms, verifying bills are charged daily, coordination of referrals are completed.
- Keys data into computer to maintain office and patient records.
- Administer pediatric and adult vaccines.
- Performs EKG
- Collect samples of urine for testing and perform minor laboratory procedures
- VFC primary coordinator and/or secondary
- Other duties as assigned.

Complexity of Work:

- Within scope of job, requires critical thinking skills, decisive judgment and the ability to work with minimal supervision. Must be able to work in a stressful environment.

Personal Protective Equipment:

- Follows Standard Precautions using personal protective equipment as required.

Minimum Qualifications

Education:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Graduate from a School of Medical Assistant Program with current certification.
- Excellent communication and customer service skills
- Minimum of 3-7 years experience Preferred.
- Bilingual Preferred. (English/Spanish)
- Front desk experience (scheduling, check-in/out) Preferred.

Licensure/Certification/ Registration:

- Current C.P.R. Certification required
- Must have a valid class C driver's license

Competencies:

- Customer Focus
- Ensures Accountability
- Communicates Effectively
- Values Differences
- Demonstrates Self Awareness
- Instills Trust

Populations Served

Responsibility to treat and care for patients

Physical Requirements

Requirements	Never	Rarely	Occasionally	Frequently	Constantly
Audible Speech				X	
Bending/Stooping			X		
Climbing		X			
Depth Perception	X				
Distinguish Color			X		
Hearing Acuity				X	
Keyboard Data Entry				X	
Kneeling		X			
Lifting/Carrying Non Patient 0-25lbs				X	
Lifting/Carrying Non Patient 25-50lbs		X			
Lifting/Carrying Non Patient over 50lbs	X				
Lifting/Moving Patients		X			
Pushing/Pulling 0-25lbs				X	
Pushing/Pulling 25-50lbs			X		
Pushing/Pulling over 50lbs			X		
Reaching			X		
Repetitive Foot/Leg Movements			X		
Repetitive Hand/Arm Movements			X		
Running	X				
Seeing - Far			X		
Seeing - Near				X	
Sitting				X	
Smelling Acuity	X				
Squatting			X		
Standing			X		
Taste Discrimination	X				
Walking				X	

Please contact your manager if you have questions.

Work Exposures

Exposures	Never	Rarely	Occasionally	Frequently	Constantly
Asbestos or Lead	X				
Biohazardous Waste	X				
Biological Hazards - Respiratory	X				
Biological Hazards - Skin or Ingestion	X				
Blood and/or Bodily Fluids			X		
Cleans / Maintains Contaminated Surfaces			X		
Cleans / Maintains contaminated Equipment			X		
Communicable Diseases and/or Pathogens		X			
Computer Monitor				X	
Cytotoxic Chemicals	X				
Domestic Animals		X			
Dust			X		
Extreme Heat or Cold	X				
Fire Risk	X				
Gases/Vapors/Fumes	X				
Handles Blood, other body fluids, or body tissues			X		
Handles Contaminated Waste			X		
Hazardous Chemicals	X				
Hazardous Medication	X				
Hazardous Noise	X				
Heating Devices	X				
Hypoxia	X				
Lasers/High Intensity Light	X				
Latex		X			
Magnetic Fields	X				
Moving Mechanical Parts		X			
Needles/Sharp Objects			X		
Operates / Handles Contaminated Equipment			X		
Performs Patient Care Activities Requiring Contact with Patient			X		
Potential Electric Shock	X				
Potential for Physical Assault	X				
Radiation	X				
Sudden Decompression During Flights	X				
TB	X				
Unprotected Heights	X				
Wet or Slippery Surfaces			X		

I have read the Job Description for the Medical Assistant position and affirm that I am:

_____ Fully capable of performing the Essential Duties, Responsibilities and Physical Demands of this position.

_____ Not capable of performing the Essential Duties, Responsibilities and Physical Demands of this position and request that reasonable accommodations be made to perform the essential functions of this position.

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____

HR Signature _____

Date: _____

CEO Signature _____

Date: _____

Please contact your manager if you have questions.

