

MOTT CHILDREN'S HEALTH CENTER

Job Description

CURRENT JOB TITLE: Medical Assistant (CMA or RMA) FLSA STATUS: Nonexempt
DEPARTMENT: Behavioral & Child Health Services DATE: February 2007
REPORTING RELATIONSHIP/IMMEDIATE SUPERVISOR: Supervisor
PAY GRADE: 106

GENERAL SUMMARY

Under the clinical supervision of a licensed provider assists in performing various types of medical and laboratory procedures. Provides clerical support to MCHC staff delivering Center and/or School based health services. Compiles and enters program/billing data.

ESSENTIAL JOB FUNCTIONS

- Provides clerical/receptionist support, greets and screens clients/visitors, provides client orientation, answers and screens telephone calls, schedules, and confirms appointments, takes messages, processes clients for all MCHC providers assigned to Center and/or School based health services.
- Ensures accurate and complete medical records, obtains necessary information for preparing new records, ascertains insurance information, files and maintains confidentiality of all records, including laboratory/x-ray results, codes and enters tickets for billing.
- Assists with clinical procedures: prepares clients for examination, takes routine vital signs such as temperature, blood pressure, heights and weights, pulse and respiration, performs vision and hearing screening.
- Provides laboratory assistance: processing invoices, phlebotomy, urine dipsticks, specimen labeling, and pregnancy testing.
- Performs expanded duties including: medication refills, administering immunizations, obtaining throat cultures and removing sutures.
- Maintains cleanliness of client care units, equipment and work areas and assures areas are adequately supplied.
- Compiles patient census data, prepares various administrative reports as assigned.

OTHER RESPONSIBILITIES

- Orders all necessary supplies for Center and/or School based health services.
- Participates in chart reviews and other Quality Improvement Projects.
- Other job related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS

1. Graduation from an accredited Medical Assistant Program. Licensed or Registered as a Medical Assistant through the American Association of Medical Assistants (AAMA) or the American Medical Technologists (AMT). Must complete the ongoing continuing education and/or applicable membership requirements to maintain current licensure or registration.
2. Must have two years of outpatient health care experience including interacting with adolescents.
3. Must have basic computer skills, knowledge of third-party billing procedures, word processing (35 wpm) and an understanding of clinical record keeping.

EDUCATION, EXPERIENCE AND SKILLS-Continued

4. The ability to understand and execute both oral and written orders.
5. Must have communication and interpersonal skills to effectively interact with administration, associates, principals, counselors, teachers, community agency personnel, clients and visitors.
6. Position requires a reliable vehicle, a valid driver's license with a satisfactory driving record and a minimum of \$100,000/\$300,000 insurance coverage.

WORKING CONDITIONS

1. Work is primarily performed in a school, office or community environment with no unusual discomfort due to temperature, dust, noise or exposure to hazardous materials.
2. Possibility of exposure to infectious diseases.
3. Risk Category A - Job functions involve exposure to blood, body fluids or tissues.

Analysis of the physical demands of the position:

		<u>Outline Required Physical Demands</u>
1. Strength		
a. Standing	<u>20</u> % of time	<u>Standing/walking to pick-up and</u>
Walking	<u>25</u> % of time	<u>deliver records, interacting with</u>
		<u>clients, and assisting providers.</u>
		<u>May include use of stairways and</u>
		<u>elevators.</u>
Sitting	<u>55</u> % of time	<u>Majority of assignments are performed</u>
		<u>at a computer.</u>
b. Lifting	<u>25</u> lbs.	<u>Lifting and carrying records and office</u>
Carrying	<u>20</u> lbs.	<u>supplies. Assisting with clients.</u>
Pushing	<u>10</u> lbs.	
Pulling	<u>5</u> lbs.	
2. Climbing		<u>Use of ladder for filing. May need to</u>
Balancing		<u>climb stairs for access to other</u>
		<u>departments</u>
3. Stooping		<u>Frequent to file and retrieve records.</u>
Kneeling		<u>Low file cabinets.</u>
Crouching		<u>Infrequently may crouch when</u>
Crawling		<u>interacting with clients.</u>
4. Reaching		<u>Frequent overhead reaching and</u>
Handling		<u>stretching to obtain records and</u>
		<u>supplies in overhead cabinets</u>

WORKING CONDITIONS-Continued

Analysis of the physical demands of the position:

Outline Required Physical Demands

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| 5. Speaking | <u>Cultural regional accents acceptable.</u> |
| Hearing | <u>Common English language required.</u> |
| | <u>Acute hearing required to effectively</u> |
| | <u>Communicate with staff and clients..</u> |
| | |
| 6. Seeing | <u>Corrected to 20/20</u> |
| Depth perception | <u>Interacting with clients, lab tests, etc.</u> |
| Color vision | <u>No requirement.</u> |

FUNDING SOURCE

Medical Assistant positions funded through the Michigan Department of Community Health or other Grant/Contract Program are contingent on funding renewal each fiscal year October 1 through September 30.

APPROVALS

Name and Title	Date
Name and Title	Date
Name and Title	Date

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 intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified nor are they intended to express or imply any contract of employment or any part thereof.