



Job Description

Position: Medical Assistant

Qualifications:

The person in this position is part of the team concept in the Williamson Health and Wellness Center's (WHWC) health delivery system, which is devoted to the delivery of primary care in an ambulatory setting with emphases on prevention and health maintenance. Assist the R.N., L.V.N., and the clinical staff in performing their duties and carrying on the necessary functions required in accordance with established policies and procedures.

Essential Functions:

- Prepare patient for examination.
- Note brief history or the reason for visit in the patient's chart.
- Take and record height, weight, and blood pressure, pulse rate, respiration, temperature.
- Assist the clinical staff in completing examination and procedures as instructed.
- Completely fill out lab slips and other forms, when necessary.
- Administer medications and injections as ordered.
- Follow universal precautions to protect self and patients.
- Assist the medical staff in patient education.
- Stock exam rooms with supplies.
- Complete MA Performance Criteria training sheet.
- Perform Clia Waived Testing
- Under the direction of the nurse or provider in charge, takes responsibility of medical supplies and cleaning of the medical instruments and equipment.
- Clean exam rooms after each patient
- Obtain laboratory samples and complete paper work as ordered by the provider.
- Collect patient data in regards to UDS requirements as per instruction
- Any other duties or responsibilities the clinical staff may assign from time to time and when the need arises.
- Promotes and believes in WHWC mission statement to relate to the public regardless of racial, ethnic and economic status.

Desired Qualifications:

- Must have successfully completed and graduated from a medical assistant program.
- Must have thorough education or training in the basics of medical terminology.
- Must have High school diploma or equivalent.
- Prior experience as medical assistant is helpful.
- Ability to work with clinical staff and handle pressure from more than one provider.
- Commitment to the concepts of preventive health care program and team approach to health care delivery.
- Ability to learn about patients and their problems.
- Phlebotomy drawing certificate may be required.
- Must have a Venipuncture Certificate or equivalent.
- Must have a current CPR Certificate.

The Williamson Health and Wellness Center is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or status as a protected veteran. Persons with disabilities, veterans, women and minorities are encouraged to apply.

Working Conditions

There may be exposure to airborne and blood-borne pathogens, and hazardous materials. This position is not eligible to be a telecommute position.

Receipt for Position Description

I, _____ acknowledge I have read this job description and fully understand the requirements and expectations set forth therein. Furthermore, I have received a copy of the most recent version of my Position Description; I am able to complete all job responsibilities with or without reasonable accommodation.

Signature

Date