**JOB ANNOUNCEMENT**

Posting Date: August 24, 2020 Closing Date: August 28, 2020

Position: **Certified Medical Assistant (CMA)**- Hourly Employee-FSLA Non-Exempt Status Location: DFH - Douglas, Ga

**Summary of job Duties:**

The Medical Assistant is a part of the team concept which is dedicated to the delivery of primary care in an ambulatory setting. The Medical Assistant performs administrative and clinical duties under the direction of the physician. The Medical Assistant also assists the RN, LPN and clinical staff in performing their duties required in accordance with SCPCC’s policies and procedures. This position requires basic medical knowledge, organization and business skills. In collaboration with patients and staff across all disciplines and departments is responsible for performing selected clinical duties including administrative/clerical duties and basic patient care. The Medical Assistant is a part of the team concept which is dedicated to the delivery of primary care in an ambulatory setting.

**Responsibilities:**

* Accurately interview patient and record patient history and measure and record vital signs such as height, weight, BMI, current medications, pulse oximetry level and patient comfort level.
* Collect, perform, document, and report results of CLIA waived lab tests including, but not limited to: urine dip, pregnancy tests, finger stick blood glucose levels, fecal occult blood tests, rapid influenza tests, and rapid strep tests.
* Collect, prepare and document specimen collection including, but not limited to: blood, urine, stool, and sputum.
* Perform clinical duties as assigned including, but not limited to: preparing patients for examinations and /or treatments, assisting provider with exams or procedures, setting up exam or procedure rooms, and preparing instruments for sterilization.
* Prepare charts per the provider’s schedule.
* Administer medications and injections as ordered.
* Dismiss patient at end of clinic visit.
* Work as a team member, interacting with staff, patients and providers to communicate and coordinate patient care and work flow effectively.
* Answers phone and greets patients courteously.
* Scans patient information into EMR.
* Perform other duties as assigned.

**Primary Accountabilities:**

* Complete all direct and indirect care documentation in timely manner and ensure patient records are current and complete.
* Attend daily patient care huddles, meetings, patient conferences, or planning sessions. These may be related to quality assurance, patient care and other related topics.
* Attend seminars and maintain all licensure and/or certification requirements for continuing education and best practices.
* Participate in quality strategies to evaluate compliance with evidence-based guidelines, standards and to identify opportunities to improve patient outcomes.
* Ensure all tasks provided and associated with patient care, patient administrative processes and related duties comply with all regulatory and accreditation standards including Standard Operating Procedures and South Central Primary Care Center Inc. Policies and Procedures.
* Develop and maintain favorable internal relationships, partnerships with co-workers, including clinical managers, clinical support staff, providers and business office staff.
* Interact respectfully and collaboratively with patients and their families, striving to develop favorable relationships with patients and their families.

**Qualifications:**

* High level of skill at building relationships and providing excellent customer service.
* Requisite skills and ability to perform certain medical tasks as assigned
* Strong attention to detail and accuracy.
* Ability to utilize computers for data entry and information retrieval.
* Excellent verbal and written communication skills.

**Education:**

* Graduation from high school or equivalent.
* Diploma or certificate verifying graduation from a Medical Assistant Program.
* Must have current Medical Assistant Certificate.
* Current Cardiopulmonary Resuscitation (CPR) certification. Will be required to maintain a current CPR certification during employment.

**Knowledge and Experience:**

* Demonstrated knowledge of activities associated with the delivery of quality Medical Assistant duties.
* Demonstrated knowledge of the operation of clinical medical equipment.
* Demonstrated knowledge of specimen collection and processing.
* Demonstrated knowledge and familiarity with tools, technology, and systems typically found within most health care environments (i.e. personal computer skills, spreadsheets, word processing, patient records systems, EMR systems, etc.).

**Typical Physical Demands:**

 Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination.  Requires standing and walking for prolonged periods of time.  Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range.  Requires exposure to communicable diseases or bodily fluids.

**Submit resume to:** South Central Primary Care Center Inc.

Att: HR Dept.

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Or email: ghendley@scpccga.org