



JOB TITLE: MEDICAL ASSISTANT
DEPARTMENT: MEDICAL DEPARTMENT
LOCATION (S): CARSON CITY, DAYTON, ELKO AND RENO
SUPERVISOR: PROGRAM COORDINATOR

JOB SUMMARY:

The Medical Assistant position is responsible for setting appointments for consumers' physical examination. Verifying consumer information by interviewing consumers, recording medical history, confirming purpose of the visit. Preparing consumers for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; reporting consumer history summary. Securing consumer's information and maintaining consumer confidence by completing and safeguarding medical records; keeping consumer confidentiality. This position reports to the Program Coordinator or the Nurse Practitioner. Support front office and APRN staff by conducting medical appointments, physicals for employees (location specific).

JOB DUTIES AND RESPONSIBILITIES:

- Greeting consumers.
- Updating and filing consumers' medical records.
- Prior Authorization for Insurance.
- Filling out insurance forms.
- Handling correspondence.
- Scheduling appointments.
- Taking medical histories and recording vitals.
- Preparing consumers for examination.
- Assisting the Medical Provider during the examination.
- Dispose of contaminated supplies and sterilize medical instruments.
- Arrange examining-room instruments and equipment.
- Keep waiting and examining rooms neat and clean.
- Perform work that is central to the smooth running of the medical office.
- Other job duties as assigned that may reflect your area of expertise.
- Administering breathalyzer and drug screens when clinically directed by clinical staff/APRN
- Setting up telehealth appointments.
- Refilling prescriptions.

KNOWLEDGE AND SKILLS:

- Good communication skills. Medical assistants must be active listeners in order to understand and accurately record consumer issues and specifications. They must also be capable of clearly articulating instructions to the consumer and effectively communicating information, both written and spoken to other health care professionals working with the consumer.
- Organizational and clerical skills. Most medical assistants have at least some office duties, from answering the phones and scheduling appointments to maintaining consumer files.
- Medical knowledge. Medical assistants should have a good working knowledge of medical terminology, anatomy, and basic procedures like drawing blood or dressing a wound. Knowledge of first aid and CPR may also be required.
- Knowledge of safety and sanitation. Medical assistants should always be aware of personal and consumers safety.
- Computer skills.
- Customer service skills.

QUALIFICATIONS:

- Must provide certification at time of employment.
- A valid Nevada Driver License and proof of insurance.
- Must have an acceptable driving record.
- Capable of responding to consumer needs in a variety of situations.
- Physical stamina and the ability to perform tasks that require bending, sitting, lifting, and standing for extended periods of time.
- Must consistently provide a negative drug screen for illicit substances.

EDUCATION:

- Must have a Medical Assistant Certification.
- A minimum of 2 years' experience as a medical assistant either in office or hospital setting.
- Stay current with certification and licensure requirements.

MEDICAL ASSISTANT

I have read the job description and understand fully the duties of my position.

Employee Signature

Date

Human Resources Specialist

Date

