Job Title: MEDICAL ASSISTANT – BILINGUAL (SPANISH-ENGLISH)

Department(s): Medical Support

Position Summary: Provides health care support services to patients under direction and responsibility of a provider.

Supervision Received: Clinical Operations Manager

Supervision Exercised: None

Hours/Week: 40  ☑ Full-Time  ☐ Part-Time  ☐ Exempt  ☑ Non-Exempt

FLSA Definition:

ESSENTIAL FUNCTIONS:

- Provides health care support services for all patients (adult and pediatric) as established by clinic protocols and community practice standards
- Actively manages quality initiatives in collaboration with provider and Quality staff. Maintains quality assurance logs.
- Screens and prepares patients for exams according to vital sign screening guidelines
- Assists with exams and minor procedures
- Draws lab specimens
- Follows up on lab specimens (calling for results, documentation of results and follow-up directed by medical staff)
- Keeps exam rooms supplied and clean
- Cleans and autoclaves instruments
- Performs EKG’s as ordered by physician
- Administers injections and medications under the direction of a provider
- Operates and maintains clinic lab in absence of lab tech
- Makes appointments with appropriate provider
- Files and maintains provider "in/out boxes"

CORE REQUIREMENTS:

- Works collaboratively and respectfully with staff and others—individually and as part of a team—to achieve optimal efficiency, outcomes and morale
- Interacts in a culturally competent manner with individuals and groups from diverse backgrounds, including but not limited to: socio-economics, race and ethnicity, nationality and religion, both in-clinic and in the community
- Maintains excellent and punctual attendance
• Attends and actively participates in staff and departmental meetings
• Attends agency functions and meetings as relevant or required
• Works at any or all NHS clinics, as needed
• Uses computer daily including e-mail, word documents, spreadsheets, patient management system, electronic health record, and patient portal, as needed to carry out essential job functions
• Maintains any required licensure/certification
• Demonstrates commitment to agency mission and goals
• Abides by corporate compliance program, HIPAA regulations and other agency policies and procedures
• Participates daily in pre-visit planning and huddles (RN, Provider, Medical Assistant, Front Desk)
• Utilizes Patient Portal to access patient information and communicate with patients, as relevant
• Plans, organizes, and multitasks
• Speaks, understands, reads and writes English sufficiently to carry out all essential duties
• Performs other duties as assigned

**Qualifications:**
• High school diploma or equivalent
• Graduation from an accredited Medical Assistant program
• Minimum one year experience working as a Medical Assistant
• Fluency in Spanish and English required (oral and written)

**Attachments**
• Physical and Mental Requirements
• Work Environment
**Job Title:** Medical Assistant - Bilingual (Spanish/English)

**PHYSICAL AND MENTAL REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Rarely(&lt;5%) of day</th>
<th>Occasional 15-39% of day</th>
<th>Frequent 40-74% of day</th>
<th>Continuous &gt;75% of day</th>
<th>Requirement</th>
<th>Rarely(&lt;5%) of day</th>
<th>Occasional 15-39% of day</th>
<th>Frequent 40-74% of day</th>
<th>Continuous &gt;75% of day</th>
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<tbody>
<tr>
<td>Bend</td>
<td></td>
<td></td>
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<td></td>
<td>Vision: Close/Reading</td>
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<tr>
<td>Squat/Crouch</td>
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<td>Vision: Distance</td>
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<tr>
<td>Crawl</td>
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<td>Vision: Depth Perception</td>
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<tr>
<td>Climb (stairs, ramps)</td>
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<td>Vision: Color</td>
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<tr>
<td>Kneel</td>
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<td>View computer screen</td>
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<tr>
<td>Balance</td>
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<td>Hear: Using phone</td>
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<tr>
<td>Sit</td>
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<td>Hear: In person</td>
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<tr>
<td>Stand</td>
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<td>Speak (English): Using phone</td>
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<tr>
<td>Walk</td>
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<td>Speak (English): In person</td>
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<tr>
<td>Lift/carry: up to 10 lbs</td>
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<td>Speak other language: Spanish</td>
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<tr>
<td>Lift/carry: 10-25 lbs</td>
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<td>Read/comprehend (English)</td>
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<tr>
<td>Lift/carry: 25-50 lbs</td>
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<td>Read/comprehend other: Spanish</td>
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<tr>
<td>Push/Pull</td>
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<td>Write/type</td>
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<td>Reach: Overhead</td>
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<td>√</td>
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<td>Perform calculations</td>
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<tr>
<td>Reach: Forward</td>
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<td>√</td>
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<td>Communicate verbally</td>
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<td>Handle objects</td>
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<td>Reason and analyze</td>
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<td>Use fine finger dexterity (type, etc.)</td>
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</table>

I have reviewed the required Physical and Mental requirements of my job and herein certify that I am able to perform all the duties described above.

Name (Print) ____________________________  Signature ____________________________  Date __________

OR

I have reviewed the required Physical and Mental requirements of this position and herein certify that I am able to perform all the duties described above with the following accommodation:

Name (Print) ____________________________  Signature ____________________________  Date __________
Job Title: Medical Assistant

WORKING ENVIRONMENT

The OSHA category for this position is:

- Category I – High risk for exposure to blood or body fluids.
- Category II – Moderate risk for exposure to blood or body fluids.
- Category III – Low risk for exposure to blood or body fluids.

On the job, the employee may encounter:

- Chemical/Biological Agent
- Contact with water/liquids
- Confined spaces
- Temperature variations (outdoors)

Noise level:
- low
- moderate
- loud/noisy

SPECIAL CONDITIONS OF EMPLOYMENT

- Occasional weekday evenings required
- Occasional weekend days required
- Occasional overtime required
- Professional license/certification req’d
- Current CPR certification required

Explanation:

Minimum level of education:

- High school diploma/GED
- Associates Degree
- Bachelors Degree: ______
- Masters Degree: ______
- Medical Degree: ______
- Other: MA Certificate from an accredited program

Travel:

- Occasional travel between clinics
- Frequent travel between clinics
- Occasional or frequent other local travel
- Vehicle, drivers license and insurance req’d
- Occasional work outdoors
- Frequent work outdoors

I certify that I am aware of the Working Environment for this position and I agree to that I am able to fulfill all Special Conditions of Employment.

Name (Print)  Signature  Date