



**Job Title:** MEDICAL ASSISTANT/LAB – TEMP

**Department(s):** Medical Support

**Position Summary:** Performs routine laboratory tests such as urinalysis, wet preps, blood counts, quick streps and preps specimens for outside lab, reads culture sensitivities OMIT, performs daily controls, maintenance and upkeep on equipment, files lab reports and orders related supplies.

**Supervision Received:** Clinical Operations Director

**Supervision Exercised:** None

**Hours/Week** 40  Full-Time  Part-Time  Exempt  Non-Exempt

**FLSA Definition:**

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**ESSENTIAL FUNCTIONS:**

- Performs routine laboratory tests such as urinalysis, wet preps, ESR, blood counts, hematocrits, pregnancy tests, quick streps, monospots, venipuncture and other procedures as directed. May perform COVID-19 testing.
- Performs daily controls on *Cell-Dyn-1600* Coulter Counter, UA dipsticks, and controls on other procedures per protocol
- Prepares all specimens sent to reference lab
- Maintains all laboratory equipment
- Charts incubator, refrigerator and freezer temperatures daily, room temperature and room humidity
- Prepares lab for start up, keeps lab clean, and shuts down lab appropriately
- Keeps provider informed of abnormal labs
- Orders appropriate laboratory supplies (test kits, etc.) and forms
- Establishes and maintains EMR system for lab ordering, entering results and providing results to provider
- Performs Medical Assistant duties, when required

**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
- Graduation from an accredited Medical Assistant program or associate's degree program in clinical or medical laboratory science
- Minimum one year's experience working in the Laboratory required
- Knowledge of laboratory policy and procedures

**Attachments**

- Physical and Mental Requirements
- Work Environment