



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Medical Assistant
Dept./Division: Health
Unit: Alternative Medicine
Job Family/Class: Patient Support Services/Medical Assistant
Supervised By: Alternative Medicine Supervisor
Employee Type: Hourly
Pay Grade: 13

NATURE OF WORK:

This position requires general knowledge of medical clinic's policies and procedure. Incumbents are responsible for performing detailed, confidential data entry, compiling reports, creating basic correspondence, providing routine and non-routine clerical support to staff and/or management. In addition, this position requires the incumbent to perform basic medical assistant duties, including but not limited to, recording vital signs, explaining treatment procedures to patients, drawing blood and administering medications as directed by the physician.

ESSENTIAL FUNCTIONS:

- Perform various routine clerical duties, utilizing standard office equipment, to include; setting medical appointments, greeting patients, maintaining appointment calendars, processing patient information into medical databases and filing patient records.
- Process routine patient information such as medical histories, recording vital signs and updating patient records.
- Assist with exam room preparation, arranging instruments and equipment for the medical staff, ordering and maintaining exam room medical supplies, disposal of contaminated supplies and sterilization of medical tools.
- Collect and prepare laboratory specimens for testing and tracks laboratory results to ensure the information is filed with the patient's record.
- Assist in preparing and maintaining patient files and records, ensuring demographic and insurance information is updated on a timely basis.
- Maintain filing system, in accordance to established medical privacy guidelines, which may include entering, sorting and verifying data into a computer system.
- Respond to requests for information from the patients; answers routine questions, assists patients by directing them to the appropriate client and service provider.
- Type a variety of documents with utmost accuracy, which may include; correspondence, reports, memos, notices, patient records, forms, contracts, schedules, meeting agendas and minutes and/or other related materials.
- Perform intake interviews for various programs and records information used in determining eligibility, tracking and updating referral logs and records.
- Perform other duties of a similar nature or level; as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Clerical and office support practices;
- Standard medical procedures for interviewing patients for collection of medical history;
- Standard medical procedures for conducting vital sign collection and recording of data;
- Standard medical procedures for exam room preparation and assisting physician during the patient examination;
- Standard medical procedures for administering medications or directions, under the direction of a physician, to a patient;
- Standard health and safety practices for a medical clinic, which includes but is not limited to, exam room preparation, medical instruments, handling of sharps and blood borne pathogens;
- Medical coding standards, such as CPT-4 procedures, ICD-9 or ICD-10 diagnosis coding; and HCFA 1500s and UB-92s;
- Medical tracking and reporting software;
- HIPAA regulations;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Take full medical history ensuring patients declare all herbs and medicines the client currently taking;
- Have a working knowledge of herbal medicines to include dry herbs, roots, seeds; tinctures/extracts; essential oils; encapsulations or other natural substances as prescribed by physician;
- Have a working knowledge of homeopathic preparations: injectibles; combination tablets; pellets; liquid preparation;
- Ability to dispense liquid preparations as per physician's orders;
- Ability to dispense herbal teas as per physician's instructions;
- Prepare supplements/medication boxes as per physician's orders;
- Triage walk in clients;
- Dress and undress simple wounds per physician's orders;
- Provide clients with medical education as provided by physician;
- Administer supplement injections per physician's orders;
- Seek out and increase working knowledge of natural supplementation;
- Following oral and written instructions, policies, and procedures;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma or G.E.D. plus a Certified Medical Assistant Certificate/Diploma (C.M.A.) or an Associate Degree in Medical Assistant; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's license.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing. Incumbents may be subjected to chemicals, oils, bodily fluids and travel.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date