



5501 NW 62nd Terrace, Suite 100
Kansas City, MO 64151
(816) 842-1974 - fax
(816) 842-4440 - phone

JOB DESCRIPTION

JOB TITLE: Medical Assistant

SUPERVISION RECEIVED: Reports to Nurse Manager

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES:

- Accompany patients to exam rooms and prepare them for the provider visit by collecting history and basic vital signs
- Perform diagnostic procedures such as spirometry, tympanogram, EKG, eye exam, and phlebotomy to assist the provider in determining the correct diagnosis
- Create or reconcile a list of current medications and drug allergies
- Update immunization records and administer vaccinations
- Initiate patient care by following approved standing orders based on symptoms patient presents
- Assist physician with minor procedures
- Provide patient education as directed by the provider
- Review the plan of care with patient after the provider visit and ensure that patients have information/material they need prior to departing (i.e.: medication samples, patient handouts, prescriptions)
- Document information regarding all relative events that occurred during patient visit
- Perform patient care follow up calls (i.e.: lab test results, patient question calls)
- Prepare and keep exam rooms stocked and clean and in accordance with OSHA regulations
- Participate in planning, implementing and collecting data for quality improvement initiatives as directed by either the Nurse Manager or Team Leader
- Communicate with front office staff and other ancillary departments to ensure patients are flowing through the clinic in a timely manner
- Attend appropriate meetings and participate in committees as assigned

EDUCATION/QUALIFICATIONS:

- High school diploma or GED
- Graduation from an accredited Medical Assistant program
- Current Basic Life Support certificate
- Certification as a Medical Assistant that is in active status
- Minimum of 3 months related clinical experience
- Advanced knowledge of medical terminology

ENVIRONMENTAL/WORKING CONDITIONS:

- Work is performed in a typical, well-lighted office and exam/procedure room setting
- Work involves frequent contact with staff and patients
- Potential for exposure to blood borne pathogens
- Work involves considerable walking, standing, bending, twisting, and reaching
- May be required to lift a maximum of 30 pounds