



## Cow Creek Government Office

### Position Description

**Position Title:** Certified Medical Assistant

**Department:** CCH&WC

**Reports To:** Assistant Health Director

**FLSA Designation:** Non-Exempt

**Date Written/Revised:** 5/22/2012

**Pay Grade:** 7

#### **POSITION PURPOSE:**

The Certified Medical Assistant is responsible for providing high quality, compassionate, and culturally sensitive care within their scope of practice as part of nursing team in outpatient primary care facility.

#### **ESSENTIAL FUNCTIONS:**

- Obtain preliminary health information and physical assessment during a patient's visit including vital signs, chief complaints, and health maintenance needs.
- Function under established procedures and medical protocols for laboratory tests and diagnostic procedures (e.g. EKG, Spirometry, Audiometry, Visual Acuity, Updraft Treatments, Tympanometry, Pulse Oximetry, and Peak Flow Measurements).
- Administers medications and assists Nurses/Providers in therapeutic procedures (e.g. casting, suturing, wound debridement, dressing changes, etc.) within scope of practice.
- Perform phlebotomy, specimen processing, and laboratory tests within clinic standards and under the guidance of the laboratory manager.
- Utilize and maintain laboratory equipment with adherence to all laboratory safety standards.
- Document in patient medical record & EHR all observations, assessments, nursing interventions, and therapeutic measures taken. Use EHR to review and process all laboratory orders.
- Coordinate follow-up patient care with ancillary services by scheduling appointments and referrals. Provides education to patients and families regarding the management of medications, treatments, home care or discharge instructions, etc.
- Assist in maintaining adequate clinic supplies & equipment as well as upkeep of clinic area by maintaining a safe environment for patient & staff. Monitor equipment for repair or damage & report deficiency to the Nursing Supervisor.
- Provides and/ or assists in the provision of emergency care. Implement first aid in an emergency according to emergency preparedness policies.
- Must demonstrate proven effective interpersonal communication skills.
- Adhere to all tribal policies outlined in the Employee Personnel Manual. Protect patient medical information within the guidelines of HIPAA policies & procedures.

**QUALIFICATIONS:**

- Must demonstrate proficient communication skills and be able to work in collaboration with other health care professionals to maintain the delivery of high quality patient care.
- Able to work independently with excellent attention to detail and quality improvement
- Must demonstrate a working knowledge of computer applications & Electronic Health Records
- High School Diploma or GED, required.
- Possess a minimum of two (2) year's experience in an ambulatory care outpatient clinic.
- Must have current CMA and keep current through continuing education and recertification requirements (e.g. CPR, Fire Safety, Lab Safety, etc.).

**Cow Creek Government Office**  
Position: **CMA**

**Position Minimum Requirements**

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

1. SITTING - (Percent of time or hours per day? Surface? Foot controls?) **Continuous**
2. STANDING - (Percent of time or hours per day? Type of surface? Duration at one time?) **Occasional**
3. WALKING - (Percent of time or hours per day? Surface? Distance?) **Occasional**
4. POSITIONS - (Can worker change positions frequently? Occasionally?) **Frequently**
5. LIFTING & CARRYING - (Weight? Type of object(s)? Frequency? Distance?) **Intermittent up to 50#s**
6. PUSHING/PULLING - (Weight? Type of object(s)? Times per hour? Distance?) **NA**
7. REACHING/HANDLING - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Yes**
8. BENDING/SQUATTING - (Frequency? From Waist? Knees? Duration?) **NA**
9. TWISTING - (From what body part(s)? Frequency? How far? Work being done?) **NA**
10. CLIMBING - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **NA**
11. CRAWLING - (Surface? Frequency? Distance?) **N/A**

**ENVIRONMENTAL FACTORS** - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

- |                                     |                 |  |
|-------------------------------------|-----------------|--|
| <input checked="" type="checkbox"/> | Sedentary Work  | = Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally           |
| <input type="checkbox"/>            | Light Work      | = Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently   |
| <input type="checkbox"/>            | Medium Work     | = Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently  |
| <input type="checkbox"/>            | Heavy Work      | = Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently |
| <input type="checkbox"/>            | Very Heavy Work | = Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently  |

**I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.**

\_\_\_\_\_  
**EMPLOYEE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SUPERVISOR**

\_\_\_\_\_  
**DATE**

**The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.**