

## **Medical Assistant I**

Desert Senita Community Healthcare is seeking a Medical Assistant I to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 2 sites in Ajo and Arizona City.

The ideal candidate will have the following education and experience:

- Ability to deliver patient care in a manner that is appropriate to the patient's age, physical ability and intellectual development.
- Must be able to demonstrate proficiency in assessing treatment and responses and adapting care to meet the needs of the population served; Family practices: pediatric, adolescent, adult and geriatric patients.
- Ability to express or exchange ideas by means of the spoken word and/or written word.
- Essential functions include activities in which incumbent must convey detailed or important spoken instruction to patients, physicians, families and other employees, accurately, loudly or quietly.
- Ability to receive detailed information through oral communication and to make fine discriminations in sound.
- Ability to wear safety glasses, gloves, gowns, masks and other safety equipment as necessary.
- Visual acuity sufficient for work which deals largely with visual inspection involving small anatomic or physiologic details as well as the whole patient and sufficient for preparing and analyzing data and figures, accounting, transcription, computer terminal operation, extensive reading and visual inspection involving small parts/devices.
- Ability to endure periods of heavy workload and stress.
- Ability to work with frequent interruptions and respond appropriately to unexpected situations.
- Requires the ability to perform repetitive or routine duties working from detailed instructions and under standard procedures. Requires making minor decisions.
- Ability to communicate effectively and establish a cooperative, collaborative working environment.
- Ability to accept constructive feedback and initiate appropriate actions to correct situations.
- Ability to maintain good communications; ability to establish and maintain positive working relationships with employees, physicians, patients, families and the public.

The ideal candidate will also possess the following knowledge, skills, and abilities:

- Reviews EMR prior to patients' scheduled appointment to assure that all requested lab work, outside records, and diagnostic procedures have been completed and that reports have been returned and are accessible to the provider.
- Prints daily huddle report for each provider.
- Completes a thorough intake in EMR.

- Performs daily controls; equipment checks.
- Greets patients; Directs patients to examination rooms; assists in preparing patients for examination; assists patients in undressing, dressing and getting on and off of the examination table. Notifies provider of patient's arrival, chief complaint, and readiness for their examination.
- Assists providers with patient examinations and procedures, including (but not limited to) surgical procedures, GYN exams, diagnostic studies, and treatments.
- Operates and monitors functioning of equipment; hands instruments to the provider; holds patients; comforts patients.
- Recognizes emergency situations, seeks assistance and intervenes appropriately. Monitor patient during and following procedures; looks for reactions and other visible complications; reacts to emergency situations; notifies the appropriate person in the event of a medical emergency.
- Applies and removes dressings/splints/braces under the direction of the provider.
- Conducts hearing, vision, spirometry, and EKG testing.
- Obtains accurate patient vital signs-BP, RR, Temp, Pulse, O2 saturation, height and weight. Reports out of range results to Nurse or Physician.
- Performs rapid strep testing, UA dipstick, pregnancy testing and glucose finger sticks Documents results in appropriate logs and EMR. Handles all specimens using Universal Precautions.
- Completes appropriate laboratory forms.
- Interacts with patients regarding clinical complaints for effective and immediate response and resolution.
- Participates in quality assurance activities and all training seminars (OSHA and others).
- Interacts and communicates professionally with co-workers.
- Takes message, generates tasks, and assist providers with return phone calls to patients.
- Schedules appointments for patients.
- Secure patient signatures on consent forms for invasive procedures.
- Identifies patient and family needs and communicates with providers.
- Maintains patient confidentiality at all times.
- Sets-up instrument trays for procedures, including sterile procedures.
- Cleans, wraps, and sterilizes instruments after procedures. Documents in appropriate log.
- Assists with transfers of patients to the Emergency Room/hospital, as needed.
- Keeps nursing area and exam rooms stocked, clean and orderly.
- Is familiar with all Departments and services provided at Desert Senita Community Health Center.
- Participates in appropriate role in disasters, fire drills, fires and other emergency situations.
- Exercises care in the operation and use of equipment and reference materials.
- Performs routine cleaning and preventative maintenance to ensure continued functioning of equipment. Maintains work areas in a clean, safe and organized manner.
- Performs similar or related duties as requested or directed.

Desert Senita Community Health Center (DCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.