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## Ilanka Community Health Center Medical Assistant ( MA)

**Team:** Ilanka Community Health Center (IHC)      **Salary Range:** \$24.00 - \$31.35 per hr., DOE  
**Reports to:** Nursing Supervisor      **Schedule:** Full-Time, Regular  
**FLSA Status:** Non-Exempt from Overtime      **Last Revised:** July 2024

*The IHC Medical Assistant is responsible for working under the direction of IHC providers and in alignment with 12 AAC 40.920 to provide exceptional patient care. This position performs a variety of tasks within established policies and procedures and in accordance with approved privileging. Depending on the shift assigned, may work Saturdays or overtime as needed. Must be able to pass a background check to include fingerprinting.*

### **Duties/Responsibilities:**

- Interview and accurately record patient's medical, dietary, and social history, with special attention to patient's past due or upcoming preventative recommendations.
- Fully and accurately document patient care information in the electronic health record (EHR) within required timeframes.
- Effectively communicate patient concerns to Providers and relay Physician written directions to patients as requested.
- Assist the Provider in procedures and treatments, anticipating necessary equipment and supplies.
- Process prescription refill requests after entry into EHR by provider.
- Administer medications as approved and directed by the Provider.
- Administer vaccines, and single dose medications via following routes: oral, subcutaneous, intradermal, intramuscular, and intranasal, except medications related to opioid use and addiction.
- Perform phlebotomy and CLIA waived lab tests as needed.
- Autoclave instruments and process laundry as needed.
- Inventory, stock and ensure exam rooms are ready for patients each morning.
- Clean & prepare exam rooms after appointments, following established infection control procedures.
- Follow established safety guidelines and OSHA regulations when handling sharps and disposing of biohazard and non-biohazard waste.
- Maintain an organized, clean work area free of clutter and tripping hazards.
- Maintain knowledge of and follow established policy and procedure.
- Participate in quality assurance, quality improvement, staff meetings, huddles and training activities.



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- Participate in risk management strategies, with emphasis on proactive identification and reporting of potential risk situations.
- Maintain a high level of confidentiality in accordance with HIPAA and HITECH regulations, which includes only accessing appropriate information needed to perform job duties.
- Supports and facilitates positive communication with others as evidenced by professional maturity, respect for others, and a team-centered approach.
- Maintain a neat, clean, and professional appearance including appropriate footwear for a clinical setting.
- Participate in emergency preparedness training, responding to emergency situations within clinic as well as any community emergency event.
- Participates in community-wide health care activities such as health fairs as well as NVE hosted events which may be outside regular hours.
- Other duties as assigned.

**Required Skills/Abilities:**

- Ability to engage patients in a compassionate, knowledgeable manner.
- Ability to multitask effectively; adapting role/tasks to maximize clinic efficiencies and workflow.
- Ability to accurately use and/or learn specialized software and computer programs.

**Education and Experience:**

- High School Diploma or equivalent.
- Preferred 1-year experience as a CMA, MA, or CNA in a clinical setting.
- Current Basic Life Support (BLS), CPR Pro certification, or the ability to become certified within 2 months of hire.

**Physical Requirements:**

- Work will be completed within an outpatient clinic.
- Regularly bend and/or crouch for long periods of time to assist patients.
- Regularly use fine motor skills to assist with procedures.
- Use sight, smell, hearing, and touch to complete job tasks accurately.
- May include lifting or moving 35 lbs. to coordinate work and occasionally assist others in lifting patients more than 100 lbs.
- Regularly use electronic data to gather, input and otherwise coordinate work.
- Regularly use mental, oral, and written methods to complete work.
- Exposure to housekeeping products and tasks that routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

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**Disclaimer**

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

\_\_\_\_\_  
Employee Signature

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Date