JOB

Meritus Health

DESCRIPTION

Job Title: Medical Assistant Non-certified

Department: various

Job Code: 102210

Wage/Hour Status: Non-Exempt

Summary: (Summarize primary purpose of job function)
The Medical Assistant (Uncertified) will perform administrative and certain clinical duties under the direction of physician or physician extender. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician or physician extender.

Reports To: Manager/Supervisor

Titles Supervised: N/A

Essential Responsibilities:	% of Time
1. Obtains and documents medical history and other significant information pertinent to the customer's condition and records accurately. Show patients to examination rooms and prepare them for the physician.	15%
2. Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.	20%
3. Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections and removing sutures.	20%
4. Provides follow up/call backs to customers per provider's instructions.	10%
5. Contact medical facilities or departments to schedule patients for tests and/or admission.	10%
6. Appropriately responds in urgent/emergency situations in delivery of customer care.	5%
7. Perform general office duties such as answering telephones, taking dictation, completing insurance forms and other duties as assigned.	10%
8. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean. Clean and sterilize instruments and dispose of contaminated supplies.	10%

Minimum Qualifications:

Education - High School graduate or the equivalent required.

Experience – Minimum of 6 months experience working in a hands on patient care role utilizing skills such as obtaining vitals, compiling and recording medical/medication history, injections OR documented completion of formal training as a GNA, CNA, EMT, MEDIC, or Medical Assistant   Must demonstrate full competency and pass skill assessment within 30 days of hire.
Licensure/Certification – Current BLS (CPR) in compliance with policy required.

Knowledge/Skills/Abilities - Basic computer skills required.

Physical and Mental Demands: (See Essential Physical and Mental Requirements page)
This description of job responsibilities is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties or other responsibilities as may be assigned from time to time.

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Essential Physical and Mental Requirements

EXTENT

Physical Demands	Continuous Over 70%	Frequent 40%-69%	Occasional 15%-39%	Rarely Up to 15%
Standing	☐	☐	☒	☐
Walking	☐	☐	☒	☐
Climbing	☐	☐	☒	☐
Bending	☐	☐	☒	☐
Crouching	☐	☐	☒	☐
Pushing/Pulling	☐	☐	☒	☐
Carrying	☐	☐	☒	☐
Lifting/Lowering 1-15 lbs.	☐	☐	☒	☐
15-30 lbs.	☐	☐	☒	☐
30-50 lbs.	☐	☐	☒	☐
Over 50 lbs.	☐	☐	☒	☐
Fine Hand/Eye Coordination	☐	☒	☐	☐
Color Discrimination	☐	☐	☒	☐
Hearing Acuity	☐	☐	☒	☐

Mental Demands	Continuous Over 70%	Frequent 40%-69%	Occasional 15%-39%	Rarely Up to 15%
Concentration on Detail	☐	☒	☐	☐
Attention Span of 1+ hours on a task	☐	☒	☐	☐
Ability to Remember multiple tasks	☐	☒	☐	☐
Oral Communication	☐	☒	☐	☐
Written Communication	☐	☒	☐	☐

Working Conditions	Continuous Over 70%	Frequent 40%-69%	Occasional 15%-39%	Rarely Up to 15%
Exposure to blood and body fluids	☒	☐	☐	☐
Exposure to toxins, cytotoxins, poisons	☐	☐	☒	☐
Exposure to extreme heat, cold, temp fluctuations	☐	☐	☐	☒
Exposure to hazardous chemicals	☐	☐	☐	☒
Exposure to radiation	☐	☐	☐	☒
Other:	☐	☐	☐	☐

Date Issued: May 2021	Department Approval: Via email, Jena Judd – Dec 2022
Date Revised: Nov 2021, Dec 2022	Human Resources Review: