

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MEDICAL ASSISTANT

BASIC FUNCTION:

Under general supervision, provides clinical support services under the guidance of clinical protocols developed in conjunction with a supervising medical provider (physician or mid-level); performs office support duties to ensure efficient operation of the District's Student Health Services Center.

Receive general supervision from the Director, Student Health Services or assigned supervisor. Exercises no supervision of staff.

REPRESENTATIVE DUTIES:

Coordinate clinic office activities to facilitate provider, patient, records, and business activity. Receive walk-in guests and telephone inquiries from staff and students. Explain Health and Wellness Center services, procedures, and payment policies. Provide students with reference materials, internal and external resources, and program information including government funded basic needs programs such as Medi-Cal, CalFresh, WIC, and others. *E*

Assist patients with the completion of accident reports, insurance forms, and other documents as needed. *E*

Perform preliminary medical "work ups" such as basic patient information and record vital signs and other observations. Collect specimens and arrange for pick-up by laboratories, receive test results, places information into the medical record, and with health care providers. *E*

Assure that medical record entries are legible and accurate; includes the date and time of entry and adds "MA" to his/her signature as required by law. *E*

Under the supervision of a nurse practitioner or doctor, set up examination rooms and equipment before and after use. Ensure that surfaces, equipment, fixtures, and supplies are properly cleaned, stored, and organized for efficient access by providers. Perform supervised clinical activities authorized under their scope of practice. *E*

Assist with office and medical supplies inventory, maintenance, and ordering supplies, equipment, and pharmaceuticals when needed. *E*

Under the supervision of a Physician, Nurse Practitioner, Physician Assistant or Registered Nurse, administer immunizations, perform tuberculin skin tests, urinalysis, blood glucose and lipid profiles, urine pregnancy tests, and other in-house laboratory tests; does not interpret test results. *E*

Perform other support duties, including obtaining laboratory specimens such as blood, urine, etc. as specified by a medical order, removing sutures, and performing ear lavages. *E*

Abide by all confidentiality practices required by department, state, and federal policies, laws, rules, and regulations. *E*

Attend a variety of meetings and training sessions as required. *E*

Provide quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups. *E*

Support and abides by federal, state, local policies, and Board Policies and Administrative Procedures. *E*

Participate in committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required. *E*

Prepare and deliver oral presentations related to assigned areas as required. *E*

Learn and apply emerging technologies, to perform duties in an efficient, organized, and timely manner. *E*

Perform other position-related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current state and federal standards of practice that apply to the provision of health care as those included in the Medical Board of California, Business and Professions Code sections 2069-2071 and 2725.3, Title 16, CCR, sections 1366-1366.4, HIPAA, and Universal Precautions.

Practices and procedures involved in the establishment and implementation of treatment and therapeutic plans for common illnesses and injuries.

Health issues common to the community college population.

Basic first aid, CPR, and screening techniques.

Purposes, uses, and operating characteristics of a variety of equipment and supplies used in medical assistance operations.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

Modern office practices, methods, and computer equipment and applications related to assigned work.

Basic principles of record keeping and file maintenance.

English usage, spelling, vocabulary, grammar, and punctuation.

ABILITY TO:

Operate medical equipment.

Administer provider prescribed medication and treatment.

Understand, interpret, and respond with courtesy and sensitivity to the needs of patients from culturally and linguistically diverse backgrounds.

Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.

Operate modern office equipment including computer equipment and software programs.
 Organize work, set priorities, and meet critical time deadlines.
 Use English effectively to communicate in person, over the telephone, and in writing.
 Understand scope of authority in making independent decisions.
 Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
 Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Documented completion of accredited Medical Assistant program. A minimum of one year of work experience in the health care industry.

WORKING CONDITIONS:

ENVIRONMENT:
 Office Environment

Physical Demands: Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

Seldom—Less than 25 percent = 1	Often—51-75 percent = 3
Occasional—25-50 percent = 2	Very Frequent—76 percent and above = 4
<u>4</u> a.	Ability to work at a desk, conference table or in meetings of various configurations.
<u>1</u> b.	Ability to stand for extended periods of time.
<u>4</u> c.	Ability to sit for extended periods of time.
<u>4</u> d.	Ability to see for purposes of reading printed matter.
<u>4</u> e.	Ability to hear and understand speech at normal levels.
<u>4</u> f.	Ability to communicate so others will be able to clearly understand a normal conversation.
<u>1</u> g.	Ability to bend and twist.
<u>1</u> h.	Ability to lift <u>25</u> lbs.
<u>1</u> i.	Ability to carry <u>25</u> lbs.
<u>4</u> j.	Ability to operate office equipment, computer, or related peripherals.
<u>1</u> k.	Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.