

## **MEDICAL ASSISTANT**

### **JOB PURPOSE AND SUMMARY**

Responsible for a variety of duties in a clinic setting which includes health teaching, short term health counseling, reviewing and completing forms, follow-up, and miscellaneous activities as they relate to direct client services. These services are outlined by a Nurse Practitioner or other health care professional.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Work as part of a clinic team in providing health care screening and education services.
- Review health history forms for clarification and completion.
- Assess, evaluate, and document the client's health history.
- Identifies and records health issues and communicates these to the Nurse Practitioner.
- Provide extensive patient education on all methods of birth control and sexually transmitted diseases.
- Fill out forms and slides for laboratory tests and collect specimens as needed.
- Prepare and package laboratory specimens.
- Follow procedures in evaluation of clients for continuation of oral contraceptive use and treatment of Chlamydia. Reports communicable diseases according to protocol.
- Take height, weight, and blood pressure. Check vision as necessary.
- Explain exam/visit procedures and prepare client for examination.
- Provide pregnancy counseling discussing all options/choices, education, and referrals as appropriate.
- Make appropriate community referrals as necessary.
- Order and restock supplies and pamphlets on a regular basis.
- Maintain a clean environment by cleaning examination tables, counter tops, and restocking supplies daily.
- Send out letters regarding abnormal laboratory results (pap smears and blood work) and maintain records to assure adequate follow-up.
- Assist in making appointments and screening phone calls as needed.

### **QUALIFICATIONS**

**Education and Experience:** Requires graduation from an accredited Medical Assistant program with certification from the certifying board of the American Association of Medical Assistants and

Clark County, Washington

two to three years of experience in a medical/clinic setting providing direct patient services similar to the examples of work in this classification

**- OR -**

License Practical Nurse with one year of experience in a medical/clinic setting providing direct patient services similar to examples of work in this classification.

Other combinations of education or experience which would demonstrate the ability to perform the work will be considered. In some positions the incumbent may be required to possess or be able to obtain a valid driver's license. Some positions require or prefer certain bilingual skills. Position incumbents are required to successfully complete a Washington State Patrol criminal background check.

**Knowledge of:** Clinic program in area of assignment; clinical procedures and program associated with area of assignment; good health practices.

**Ability to:** Communicate clearly, within protocol limitations, information regarding all birth control methods, pregnancy options, sexually transmitted diseases, and health issues as they relate to the clinic setting; work well with teens and low income persons, provide non-judgmental atmosphere, and maintain confidentiality; fill out a variety of forms; maintain neat personal appearance and courteous attitude toward public and fellow employees; maintain an organized and neat working environment.

Revised: 12/1991, 6/2005

Office use: 2/2004