

Bee Busy Wellness Center – Job Description

Job Title: Certified Medical Assistant

Responsible To: Nurse Manager

Position Summary: The Medical Assistant assists providers in all exams and minor office procedures; maintaining supply inventory in exam rooms; cleaning and sterilizing equipment; ordering and unpacking all supplies; giving injections and drawing blood.

Education/Experience:

- A high school diploma or equivalent required
- Certified Medical Assistant preferred. (If a certification has not been obtained at the time of hire the employee has one year from date of hire to obtain the certification.)
- BLS training required
- Bilingual preferred

Significant Duties and Functions:

- Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.
- Interview patients to obtain medical information and measure their vital signs, weight, and height. Record patients' medical history, vital statistics and information such as test results in medical records.
- Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.
- Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections and removing sutures.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Phone consultation with clients regarding test results & health concerns.
- Processing of blood and other specimens, ensuring all specimens are properly labeled and packaged for lab pick up.
- Perform phlebotomy and other diagnostic tests as needed. Administer oral, intramuscular, SubQ, and topical medications as ordered.
- Ensure proper documentation of patient care.
- Responsible for keeping all exam rooms stocked with supplies; checking exam room stock for expired dates and changing out sharps containers/ biohazard waste as needed.
- Assisting with programs such as the Hazard Communication and Accident Prevention plans associated with OSHA compliance.
- Participates in the Performance Improvement Program.

Bee Busy Wellness Center – Job Description

- Demonstrates respect and regard for the dignity of all patients, families, visitors and fellow employees to insure a professional, responsible and courteous environment.
- Promotes effective working relations and works effectively as part of a team to facilitate the department's ability to meet its goals and objectives.
- Works within the context of a primary care medical home, applying a team based approach to care while working in partnership with patients/families to promote: timely access to care, understanding of patient care that is culturally sensitive and language appropriate, continuity of care, and the improvement of the whole-person through the teaching of appropriate self-management skills.
- In this position, you will be asked to rotate through our clinics through the Houston, Baytown and Beaumont area on a as needed basis.
- Attends all required safety training programs and can describe his/her responsibilities related to general safety, department/service safety, specific job-related hazards.
- Attends all required safety education programs.
- Attends all required safety training programs and can describe his/her responsibilities related to general safety, department/service safety, specific job-related hazards.
- Attends all required safety education programs.
- Operates assigned equipment and performs all procedures in a safe manner as instructed.
- Maintains work area and equipment in condition required by Legacy standards.
- Demonstrates proper body mechanics in all functions.
- Checks on the patient's environment and equipment to insure safety. Reports safety concerns promptly to appropriate personnel.
- Follows Legacy's exposure control plans/blood-borne and airborne pathogens.
- Demonstrates knowledge of techniques, procedures and correct use of protective barrier equipment (Universal Precautions).
- Assures a safe environment by instituting appropriate control measures.
- Attends annual education programs.