



**Medical Assistant II (Part-Time)**  
**Layton Parkway Instacare Clinic**  
**Layton, UT**

**APPLY NOW:** [https://imh.wd5.myworkdayjobs.com/en-US/IntermountainCareers/job/Layton-Hospital/Medical-Assistant-II--MA-II---Layton--UT\\_R5969](https://imh.wd5.myworkdayjobs.com/en-US/IntermountainCareers/job/Layton-Hospital/Medical-Assistant-II--MA-II---Layton--UT_R5969)

**Job Description**

A Medical Assistant II performs routine clerical and clinical tasks within the clinic, assisting Physicians and other licensed providers to provide quality patient care efficiently and cost effectively.

**Job Essentials**

The Medical Assistant II functions under the supervision and licensure of the Physician or Advanced Practice Clinician within the clinical setting.

- Performs basic clerical and office duties including:
  - Assembles necessary documents and supplies.
  - Effectively uses computer applications in the office setting.
  - Schedules, coordinates, and monitors appointments, inpatient and outpatient admissions, tests, treatments, and procedures.
  - Maintains medical records and other information.
  - Maintains inventory of supplies. Orders and restocks as needed to ensure availability for patient care.
  - Accurately documents patient history, physical, and vital information into the medical record.
- Performs business and financial duties including:
  - Under the direction of the provider, assigns procedural and diagnostic coding to encounter forms.
  - Conducts pre-authorizations and referrals in accordance with third party insurer requirements.
  - Facilitates timely billing by completing necessary documentation.
- Performs clinical functions within acceptable standards of care including:
  - Prioritizes (triage) patient needs identified through phone, electronic, and walk-in communication in accordance with established guidelines, standing orders, and protocols.
  - Recognizes and appropriately responds to emergency situations.
  - Prepares and maintains examination and treatment areas.
  - Performs complete intake process as specified by physician or other providers (chief complaint, history, vital signs, height, weight, OFC, care process model data, etc.).
  - Administers screening tests to patients (e.g., visual tests, audiology, spirometry, EKGs) within practice type.
  - Assists provider with examinations, procedures, treatments, and interventions.
  - Provides patient education as directed (content reflects specific MA training, guidelines, care process models, protocols).
  - Reports significant changes in patient condition or other pertinent patient information to the Physician.

- Following provider instructions, demonstrates accurate, timely, and efficient follow through with pharmacy refills, scheduling out of clinic procedures, obtaining, reporting and tracking of lab results, leaving phone messages, and distributing faxes.
- Actively participates in quality improvement initiatives (i.e. CQI, TQM, Lean, 100% participation, etc.).

### **Minimum Qualifications**

- Current Basic Life Support Certification (BLS) for healthcare providers.
- Successful completion of an accredited Medical Assistant program or one with which Intermountain Healthcare has a valid affiliation agreement
  - or -
  - three years of Medical Assistant experience in an outpatient clinic or other healthcare setting
  - and -
  - Satisfactorily completes applicable competency assessments and skills checklists within 90 days of hire or transfer into Medical Assistant job.
  - and -
  - Successful completion of an accredited Medical Assistant program or one with which Intermountain Healthcare has a valid affiliation agreement, or
  - and -
  - Satisfactorily completes applicable competency assessments/skills checklists within 90 days of hire/transfer into Medical Assistant job.

### **Preferred Qualifications:**

- Current national MA certification from one of the following national MA certifications or registrations: Registered Medical Assistant (RMA) of AMT, National Certified Medical Assistant (NCMA), Certified Clinical Medical Assistant (CCMA), or Certified Medical Assistant (CMA) of the AAMA.
- Experience in an outpatient clinic or other healthcare setting.
- Successful completion of a Medical Assistant internship.

### **Physical Requirements:**

- Ongoing need for employee to see and read information, labels, assess patient needs, operate monitors, identify equipment and supplies.
- Frequent interactions with patient care providers, patients, and visitors that require employee to verbally communicate as well as hear and understand spoken information, alarms, needs, and issues quickly and accurately, particularly during emergency situations.
- Manual dexterity of hands and fingers to manipulate complex and delicate equipment with precision and accuracy. This includes frequent computer use and typing for documenting patient care, accessing needed information, medication preparation, etc.
- Expected to lift and utilize full range of movement to transfer patients. Will also bend to retrieve, lift, and carry supplies and equipment. Typically includes items of varying weights, up to and including heavy items.
- Need to walk and assist with transporting/ambulating patients and obtaining and distributing supplies and equipment. This includes pushing/pulling gurneys and portable equipment, including heavy items. Often required to navigate crowded and busy rooms (full of equipment, power cords on the floor, etc).
- May be expected to stand in a stationary position for an extended period of time.

**Location:** Layton Parkway Instacare Clinic

**Work City:** Layton

**Work State:** Utah  
**Scheduled Weekly Hours:** 24

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**About Us**

Being a part of Intermountain Healthcare means joining a world-class team of over 38,000 employees and caregivers while embarking on a career filled with opportunities, strength, innovation, and fulfillment. Our mission is: Helping people live the healthiest lives possible.

Our patients deserve the best in healthcare, and we deliver.

To find out more about us, head to our career site [here](#).

**ADA Statement:**

Intermountain Healthcare strives to make the application process accessible to all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact 1-800-843-7820 or email [recruitment@imail.org](mailto:recruitment@imail.org). This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

**Equal Opportunity Employer**

Intermountain Healthcare is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

The primary intent of this job description is to set a fair and equitable rate of pay for this classification. Only those key duties necessary for proper job evaluation and/or labor market analysis have been included. Other duties may be assigned by the supervisor.

All positions subject to close without notice. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or protected veteran status. Women, minorities, individuals with disabilities, and veterans are encouraged to apply.

Thanks for your interest in continuing your career with our team!