



JOB DESCRIPTION

Job Title: Medical Assistant/Patient Care Assistant (CNA)

Department: Nursing

Reports To: Practice Administrator

FLSA Status: Hourly

GENERAL SUMMARY:

Under the direct supervision of the Practice Administrator, the Medical Assistant (MA)/Patient Care Assistant (CNA) is primarily responsible for assisting providers in the examination and treatment of patients. It is imperative that a MA/PCA maintain excellent customer service skills and treat all patients in a friendly, helpful manner. This position must work as a team player, provide help and support to their co-workers, and demonstrate professionalism through adherence to Ogden Clinic mission, vision, and values. MA's must have graduated from an accredited Medical Assistant program and must be certified or credentialed. PCA's must be credentialed.

If you think you are a good fit for this position, please apply at:

<https://www.ogdenclinic.com/about/employment>

ESSENTIAL JOB FUNCTIONS:

1. Interview patients, verify patient information by confirming purpose of visit or treatment, measure vital signs (pulse rate, temperature, blood pressure, weight, height, etc.), and record information on electronic medical record (EMR).
2. Assist providers with procedures and treatment related to department, including but not limited to preparing and processing pap smears, biopsies, cytology, etc.
3. Prepare and administer medications, including injections.
4. Prepare treatment and procedure rooms for examination of patients.
5. Assist provider in procedures/surgeries as needed.
6. Must have knowledge of sterile v. clean technique.
7. As directed by provider, give instructions to patients, transmit prescriptions, and enter all information into electronic medical record appropriately and accurately.
8. Assist with record keeping and preparing charts and medical records. Fill out necessary requisition forms and referrals.
9. Perform clerical duties as assigned, including but not limited to answering phones, faxing documents, filling out paperwork, scanning, etc.
10. Schedule appointments, x-rays, and lab tests.
11. Prepare, stock, and clean rooms and equipment daily.
12. Maintain organization and rotation of sample medications and check for out-dated medications.
13. Assist patients with disabilities as necessary—intra-departmental and to vehicle.
14. Obtain pre-authorization from insurance companies on surgeries and procedures or tests requiring authorization; document authorization in EMR.
15. Enter surgical charge tickets with provider and patient information.

QUALIFICATIONS:

1. EDUCATION: To be considered as an MA - Certificate from college or technical school and/or equivalent combination of education and experience. Evidence of completion of an MA program.
2. LANGUAGE: Proficient in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals. Able to write routine reports and correspondence and speak effectively before groups of customers or employees.
3. Mathematical skills: Able to add, subtract, multiply, and divide simple equations.
4. Reasoning skills: Able to apply common sense understanding to carry out instructions in written, oral, or diagram form. Also able to deal with problems involving several concrete variables in standardized situations.
5. Computer knowledge with experience in basic word processing required.

DISCLAIMER CLAUSE:

The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of the general nature and level of the job.