

Positive Impact Health Centers, Inc.
JOB DESCRIPTION
Certified Medical Assistant

Position Title: Certified Medical Assistant
Employee Classification: Clinic Services – Full-time (non-Exempt)
Department: Clinical Care
Supervisor: Clinic Coordinator
Date: **May 6, 2016**

Positive Impact Health Centers is a non-profit agency that provides HIV Prevention Services, Support Services, Clinical Care, Behavioral Health, Substance Abuse Services, Housing, Volunteer Programs and Advocacy to Fulton, Gwinnett, Rockdale and Newton Counties.

General Narrative Description of Position: The Certified Medical Assistant (CMA) will support medical providers in delivering primary care and HIV specialty care for HIV/AIDS patients. The CMA is supervised by the clinical coordinator and ultimately the Director of Clinical Care.

Essential Job Functions:

1. Support ID physician and nurse practitioners (NP)/physician assistants (PA) in the care of HIV-infected patients.
2. Escort patients to exam rooms
3. Perform vital signs
4. Conduct phone triage and schedule patients as necessary
5. Return phone calls within 24 hours
6. Conduct patient interviews including history, complaints, and current medications
7. Prepare patients for physical examinations, and assist the physician, NP or PA during examinations
8. Collect and prepare laboratory specimens or perform basic laboratory tests
9. Prepare referrals as ordered
10. Provide patient education
11. Document in the electronic medical record
12. Provide treatments, administer medications and vaccines as directed
13. Authorize medication refills as directed
14. Abide by all state and agency policies regarding confidentiality of patient information
15. Responsible for general clinic housekeeping and disinfection of exam rooms and other treatment areas as necessary

Additional Duties:

1. Participate in quality improvement activities
2. Perform other duties as assigned

Marginal Job Functions:

1. Order supplies

Required Knowledge, Skills and Personal Qualifications:

1. Georgia Certified Medical Assistant. With at least 2-3 years of experience in clinical setting.
2. Successful candidate will be a self-starter with the ability to multi-task.
3. Electronic Medical Record system knowledge preferred.

4. Possess excellent communication skills (writing, spelling, listening and speaking).
5. Cooperates as a team member.
6. Possesses problem solving and decision making abilities
7. Utilizes good management techniques
8. Follows through to completion of assigned tasks
9. Proficiency in word processing, spreadsheet database and presentation software.
10. Abides by all polices and procedures concerning personnel including conflict of interest policy.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate computers, objects, tools, or controls and reach with hands and arms.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

NOTES:

1. *Positive Impact Health Centers is an equal opportunity employer. The clinic does not discriminate against any employee or applicant for employment because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, or covered veteran status.*
2. *This position is an at-will employment position. No contract for employment is implied at any time.*
3. *Drugs, weapons, domestic violence are not permitted on clinic property or at any clinic events or programs.*

Prepared by:
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