

DENVER INDIAN HEALTH AND FAMILY SERVICES
JOB DESCRIPTION

Job Title	Medical Assistant	Department	Clinical
Supervisor's Title	Registered Nurse	FLSA Status	Non-exempt
Date Prepared	November 2010	Date Revised	12/7/2021

POSITION PURPOSE	Assists in examination and treatment of patients under direction of Physician by performing the following duties:
FUNCTIONAL RESPONSIBILITIES	<ul style="list-style-type: none"> • Interviews patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts. • Prepares treatment rooms for examination of patients. Drapes patients with covering and positions instruments and equipment. Hands instruments and materials to doctor as directed. • Draws labs (venipunctures) and prepares lab results. • Restocks each patient room according to procedure. • Cleans and sterilizes instruments. • Inventories and orders medical supplies and materials. • Operates x-ray, electrocardiograph (EKG), and other equipment to administer routine diagnostic test or calls medical facility or department to schedule patients for tests. • Gives injections or treatments and performs routine laboratory tests. • COVID-19 testing and vaccines • Prepares patient charts for next day. • Performs Quality Control measures including refrigerator temperature, and test and equipment controls and documents per procedure. • Arranges follow-up appointments for patients. Refers chart to physician and initiates new appointment via phone or letter for missed appointments. • Participates in project planning, quality improvement, infection control and risk planning, etc.
OTHER DUTIES	<ul style="list-style-type: none"> • Actively participates in staff meetings, in-service, outreach, and educational programs. • Other duties as assigned.

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

JOB QUALIFICATIONS

KNOWLEDGE, SKILLS AND ABILITY	<p>Ability to respond promptly to customer needs.</p> <p>Knowledge of Privacy Act of 1974 and HIPAA regulations necessary to maintain confidential information and health records.</p> <p>Ability to show respect and sensitivity for cultural differences, regardless of status or position.</p> <p>Ability to follow policies and procedures, complete administrative tasks correctly and on time.</p>
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	Ability to change approach or method to best fit the situation.
	Ability to be consistently at work and on time and ensures work responsibilities are covered when absent.
	Ability to take responsibility for own actions and to ask for and offers help when needed.
	Knowledge of quality control procedures.
	Phlebotomy procedures.
EDUCATION, LICENSURE OR CERTIFICATE	High School diploma or GED. Ideal candidate has some community college or vocational training in Medical Assisting/CNA/ Paramedic/EMT. Prefer nurse training.
EXPERIENCE	Prefer candidate with 6 months experience in small health clinic setting. Must have experience working with American Indians or other culturally diverse group.
SCOPE OF AUTHORITY	Short easy to follow procedures exist. Work is periodically reviewed at steps prior to completion. Plans own work based on patient schedule.
FINANCIAL AUTHORITY	None.
COMMUNICATION	Contact in person, by phone or by email with Health care professionals, labs, and patients to obtain information and answer questions.
RESULTS OF ACTIONS	Errors may result in operating inefficiency and affect cash flow and result in poor customer service. Errors are typically detected in a two week to one month period.
SUPERVISORY RESPONSIBILITY	None.
WORKING CONDITIONS	Works in a normal office environment working with standard office equipment (such as phone, fax, and personal computer). Light physical activity required by handling objects up to twenty (20) pounds occasionally and/or up to ten (10) pounds frequently.
OTHER REQUIREMENTS	Must know how to operate lab equipment. Personal vehicle required. Valid CO driver's license and proof of liability insurance to operate vehicle on behalf of agency.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

APPROVALS			
Employee's Signature	_____	Date	_____
Employee's Manager	_____	Date	_____
Executive Director/Rep.	_____	Date	_____

Denver Indian Health & Family Services is a private non-profit organization. DIHFS does not discriminate in employment based on race, color, creed religion, age, sex, national origin, physical handicap, marital status, or sexual preference. However, DIHFS does adhere, both philosophically and as required, to the Indian Preference Act, Title 25 CFR, Section 472.

Denver Indian Health & Family Services is a smoke-free, Drug/Alcohol-Free work environment. As a precursor to employment, applicants must agree to a stringent background check, at DIHFS Board of Directors' discretion, as well as to verification of references and other information provided by applicants.