

Klamath Health Partnership

Job Description and Responsibilities



Position: Medical Assistant

Salary Range: \$18/hr
Status: Non-Exempt
Reports to: Clinical Services Manager
Location: Klamath Open Door

The Medical Assistant, under the joint direction of the Clinical Services Manager, Medical Assistant Lead and Provider staff, supports an individual Provider or Provider group in the day-to-day administration of quality patient care.

Key Responsibilities

- Interview patients; accurately measure vital signs including pulse rate, temperature, blood pressure, weight and height and record information on patients' charts.
- Prepare treatment rooms for examination of patients.
- Assist Provider with examinations and procedures as directed.
- Maintain cleaned and stocked exam rooms.
- Clean and sterilize instruments.
- Operate electrocardiograph (EKG), and other equipment to administer routine diagnostic tests.
- Call medical facility or department to schedule patients for tests.
- Give injections or treatments. Perform routine laboratory tests.
- Participate in quality assurance measures.
- Perform other duties as assigned.

Desired Knowledge, Skills, and Abilities:

- High school diploma or general education degree; or one to three months' related experience and/or training; or equivalent combination of education and experience.
- At least six months experience as a medical assistant in a family practice setting.
- Flexibility in working various hours and locations
- Ability to calculate drug dosages.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.



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- Ability to write routine reports and correspondence.
- Possess the tact necessary to deal effectively with patients, physicians, and employees.
- Possess knowledge of modern office equipment, systems, and procedures.
- Must have excellent verbal and written communication skills.
- Bi-lingual/bi-cultural skills strongly preferred.
- Excellent teamwork skills a must.
- CPR/First Aid preferred.

Accommodations

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. The employee is expected to work Monday through Friday, with a various schedule between 8:00 a.m. – 8:00 p.m. and will be called upon to work extended hours and Saturdays 8:00 a.m. – 12:00 p.m. from time to time. While performing the duties of this job, the employee is regularly required to walk, talk, bend, lift, carry, write, and hear. The employee frequently is required to stand, walk, sit, and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.



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Employee Position Description Acknowledgment

I have received a position description or summary of the duties I am to perform. I understand what my duties entail and affirm that I possess the requisite knowledge, skills, abilities, experience, and education to perform the duties described. I can perform them with or without reasonable accommodation. I understand that jobs and duties are subject to change from time to time, as Klamath Health Partnership, Inc., its Board of Directors, Executive Director, or my immediate supervisor deem necessary. Thus, I may be required to perform duties other than those listed, and my job may change over time.

KHP's hours are from 7:00 am to 7:00 pm, six days a week, including Saturdays. You will need to coordinate with your manager to determine your work schedule. Depending on the position, you may be required to work at one of our satellite locations.

My schedule location may include KHP main clinic or any satellite locations. I understand that I am expected to report to work as scheduled, on time, prepared to start work, and will remain at work for my entire work schedule. I am responsible to avoid late arrival, early departure, or other disruptive absences from scheduled hours as far as practicable. My schedule will be prearranged by my departmental supervisor based upon the operational needs of Klamath Health Partnership, Inc., and in keeping with its core mission. I realize that staffing needs and operational demands may necessitate variations in starting and ending times, leave requests, as well as variations in the total hours that may be scheduled each day and week. I will seek guidance from my supervisor or the Human Resources Specialist for clarification of all scheduling questions, requests, and guidelines.

I understand that this position description is not a pledge of continued employment in this or any other job for any specific period of time or under any specific circumstances or conditions. This position description does not change the terms and conditions of the at-will employment relationship explained in the corporate policy handbook.

Employee Signature

Date

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Human Resources

Date