

## **Certified Medical Assistant**

Desert Senita Community Healthcare is seeking a Certified Medical Assistant to join our team. Desert Senita Community Healthcare is a Federally Qualified Community Health Center (FQHC), with 4 sites in Ajo, Arizona City, Coolidge and Stanfield.

### **PURPOSE**

Assists providers in the administration of patient care in assigned clinical areas. Assists with patient examinations, procedures, diagnostic studies, treatment, and dressing changes. Performs general administrative duties in accordance with AAAHC, CLIA, HRSA and government standards, as well as company policies and procedures.

### **ESSENTIAL FUNCTIONS**

Under the direct supervision of the Medical Director and Practice Manager within established policies and procedures, the incumbent performs the following functions:

- Reviews EMR prior to patients' scheduled appointment to assure that all requested lab work, outside records, and diagnostic procedures have been completed and that reports have been returned and are accessible to the provider.
- Prints daily huddle report for each provider.
- Completes a thorough intake in EMR.
- Performs daily controls; equipment checks.
- Greets patients; Directs patients to examination rooms; assists in preparing patients for examination; assists patients in undressing, dressing and getting on and off of the examination table. Notifies provider of patient's arrival, chief complaint, and readiness for their examination.
- Assists providers with patient examinations and procedures, including (but not limited to) surgical procedures, GYN exams, diagnostic studies, and treatments.
- Operates and monitors functioning of equipment; hands instruments to the provider; holds patients; comforts patients.
- Recognizes emergency situations, seeks assistance and intervenes appropriately. Monitor patient during and following procedures; looks for reactions and other visible complications; reacts to emergency situations; notifies the appropriate person in the event of a medical emergency.
- Applies and removes dressings/splints/braces under the direction of the provider.
- Conducts hearing, vision, spirometry, and EKG testing.
- Obtains accurate patient vital signs-BP, RR, Temp, Pulse, O2 saturation, height and weight. Reports out of range results to Nurse or Physician.
- POCT and venipuncture
- Completes appropriate laboratory forms.
- Interacts with patients regarding clinical complaints for effective and immediate response and resolution.
- Participates in quality assurance activities and all training seminars (OSHA and others).
- Interacts and communicates professionally with co-workers.
- Takes message, generates tasks, and assist providers with return phone calls to patients.
- Schedules appointments for patients.

- Secure patient signatures on consent forms for invasive procedures.
- Identifies patient and family needs and communicates with providers.
- Maintains patient confidentiality at all times.
- Sets-up instrument trays for procedures, including sterile procedures.
- Cleans, wraps, and sterilizes instruments after procedures. Documents in appropriate log.
- Assists with transfers of patients to the Emergency Room/hospital, as needed.
- Keeps nursing area and exam rooms stocked, clean and orderly.
- Is familiar with all Departments and services provided at Desert Senita Community Health Center.
- Participates in appropriate role in disasters, fire drills, fires and other emergency situations.
- Exercises care in the operation and use of equipment and reference materials.
- Performs routine cleaning and preventative maintenance to ensure continued functioning of equipment. Maintains work areas in a clean, safe and organized manner.
- Performs similar or related duties as requested or directed.
- Other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Individuals must possess the knowledge, skills and abilities listed or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and possess the necessary physical requirements with or without the aid of mechanical devices to safely perform the essential functions of the job.

- Ability to deliver patient care in a manner that is appropriate to the patient's age, physical ability and intellectual development.
- Must be able to demonstrate proficiency in assessing treatment and responses and adapting care to meet the needs of the population served; Family practices: pediatric, adolescent, adult and geriatric patients.
- Ability to express or exchange ideas by means of the spoken word and/or written word.
- Essential functions include activities in which incumbent must convey detailed or important spoken instruction to patients, physicians, families and other employees, accurately, loudly or quietly.
- Ability to receive detailed information through oral communication and to make fine discriminations in sound.
- Ability to wear safety glasses, gloves, gowns, masks and other safety equipment as necessary.
- Visual acuity sufficient for work which deals largely with visual inspection involving small anatomic or physiologic details as well as the whole patient and sufficient for preparing and analyzing data and figures, accounting, transcription, computer terminal operation, extensive reading and visual inspection involving small parts/devices.
- Ability to endure periods of heavy workload and stress.
- Ability to work with frequent interruptions and respond appropriately to unexpected situations.
- Requires the ability to perform repetitive or routine duties working from detailed instructions and under standard procedures. Requires making minor decisions.

- Ability to communicate effectively and establish a cooperative, collaborative working environment.
- Ability to accept constructive feedback and initiate appropriate actions to correct situations.
- Ability to maintain good communications; ability to establish and maintain positive working relationships with employees, physicians, patients, families and the public.

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Physical requirements include ability to bend body downward and forward by bending spine at the waist; bend legs at knee to come to rest on knee or knees; bend the body downward and forward by bending leg and spine; extend hand(s) and arm(s) in any direction; stand for sustained periods of time; move about on foot to accomplish tasks; use upper extremities to exert force in order to thrust forward, downward, or outward; use upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion; raise objects from a lower to a higher position or move objects horizontally from position-to-position; pick, pinch, type or otherwise working with fingers and palm; perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. Ability to exert up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or constantly to lift, carry, push, pull or otherwise move objects.

***As a condition of employment, DSCHC employees are required to qualify for an Arizona Level One Fingerprint Clearance Card***

***To apply, complete and submit our online application and upload your cover letter and resume:***  
[www.desertsenita.org/join-our-team](http://www.desertsenita.org/join-our-team)

***For questions, please contact HR at [HR@desertsenita.org](mailto:HR@desertsenita.org).***

*This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall not be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct and control the work of employees under his/her supervision.*

*In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. Ajo Community Health Center, d.b.a. Desert Senita Community Health Center reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with EEOC 29 CFR part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if it does not constitute undue hardships upon this organization.*

*Desert Senita Community Health Center (DSCHC) will recruit, hire, train, and promote persons in all job titles without regard to age, color, disability, gender (including gender identity), marital status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by applicable law. In addition, all personnel actions such as compensation, promotion, demotion, benefits, transfers, staff reductions, terminations, reinstatement and rehire, company-sponsored training, education and tuition assistance, and social and recreational programs will be administered in accordance with the principles of equal employment opportunity.*