

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: MEDICAL ASSISTANT
DEPARTMENT: HEALTH & SOCIAL SERVICES
SUPERVISOR: HEALTH AND SOCIAL SERVICES DIRECTOR
STATUS: NON-EXEMPT/HOURLY

Summary

This position will be responsible for preparing patients to see the provider. Obtain vital signs including weight, chief complaint, update current medications and allergies. Enter patient data in the RPMS system. Schedule referrals and transports ordered by provider. Maintain confidentiality, security and physical safety of patient health records in compliance with HIPPA policies & procedure. HIPPA Certification preferred at time of hire.

Essential Duties and Responsibilities

RECEPTIONIST

- Answer, document and route telephone calls.
- Respond to telephone and in-person requests for clinic information.
- Manage patient registration and PAO-21 updates.
- Provide information about policies, procedures, and patient rights to patients.
- Encourage patients to maintain appropriate behavior as described in the policy on patient conduct.
- Schedule, reschedule, cancel appointments & enter data using the RPMS Data System.
- As a member of the healthcare team, promote a positive atmosphere for patient-centered service.
- Manage FAX equipment to transmit and receive prescription refill requests and medical record requests and acceptance of medical records and lab results faxed to the clinic.
- Assist and coordinate with other clinic staff members in arranging referral of patients to specialty providers
- Other duties as assigned.

SUPPORTIVE ROLE FOR MEDICAL ASSISTANT

- Assist with checking patient into exam room.
- Obtain vital signs including weight, chief complaint, current medications and allergies.
- Prepare patient for medical provider assessment.
- Able to do blood draws
- Able to take blood pressure
- Must be able to perform diabetic checks
- Witness medical informed consent forms for patients
- Chaperone medical exams
- Label and place lab specimens in appropriate containers and arrange for lab specimen pickup with our off-site laboratory vendor, currently LabCorp.

- Administer vaccinations and other medications under supervision of physician
- Other duties as assigned.

SUPPORTIVE ROLE FOR COMMUNITY HEALTH REPRESENTATIVE

- Assist with case management services under the direction of the client's health care professional as needed.
- Become familiar with cultural aspects of patient' lives.
- Be a health role model who patients can talk with when they need an advocate for their needs.
- Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School Diploma or GED required,
- Medical Assistant Certification required.
- Clinic Receptionist and Medical Assistant experience required.
- CHR Certification preferred.
- CPR and First Aid certification required.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, and percentages.

Computer Skills

To perform this job successfully, the individual should have knowledge of Internet software, spreadsheet software and word processing software.

Certificates, Licenses, Registrations

- Current Washington State Driver's License required.
- First aid and CPR certification required.
- Must test annually for TB.

Other Qualifications

Must be willing to travel, occasional nights or weekends may be required.
Additional training, as needed.

Physical Demands/Work Environment

The physical demands and work environment 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 stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.

Culturally Sensitive

This employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Duties

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check

All employees must be able to pass a background check per SSIT's Background Check Policy.

The job description does not constitute an employment agreement between the employer and employee. It is subject to modification by the employer as the needs of the employer and job requirements change.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES