

Medical Assistant will assist clinicians with the provision of patient care in accordance with Tri-City Health Center clinic protocols and policies. Prepare stock and clean examination rooms daily per supply/instrument check list. Prepare patients for exams to include, but not limited to performing tests or procedures (such as intake, vital signs, vision and hearing screening). Review patient charts to identify reason for visit, and needed information to include, such as but not limited to missing information, lab tests, and other relevant information prior to being seen by the clinician. Provide a variety of lab duties and tasks per clinic protocols to include, but not limited to instructing patients, completing logs and forms, perform finger-sticks, urine tests, stool tests, and injections under appropriate supervision. Provide information and education to clinic patients, assist with medical history forms as needed, and complete paperwork for patient referrals. Assist with inventory and ordering as requested.

Essential Responsibilities

- Prepare and stock examination rooms daily as per supply/instrument check list.
- Review patient charts to identify reason for visit, and needed information to include, but not limited to missing information, lab tests, and other relevant information prior to being seen by the clinician and per current TCHC protocols.
- Prepare patients for exams to include, but not limited to performing tests or procedures (such as intake, vital signs, vision and hearing screening).
- Assist clinician in exam room as needed, and prepare exam room for use by next patient.
- Provide a variety of lab duties and tasks per clinic protocols to include, but not limited to instructing patients, completing logs and forms, perform finger-sticks, urine tests, stool tests, and injections under appropriate supervision.
- Assist with monitoring patient flow, including waiting times in the exam room, to ensure patient service in a timely manner.
- Provide information and education to clinic patients, and assist clients with medical history forms as needed, and complete paperwork for patient referrals.
- Demonstrates commitment to, and understanding of, TCHC's Behaviors for Success and GUEST (Customer Service Model), by modeling customer service excellence in all internal and external relationships and in the performance of all duties and responsibilities.
- Take and maintain inventory of lab and exam room supplies and ensure timely ordering.
- Clean exam rooms daily as per protocol, and wash and disinfect the lab and all sinks on a daily basis. Clean medical instruments as assigned.
- Comply with infectious waste procedures and control measures, and exam room and lab cleanliness as per protocol.
- Work flexible schedule including evenings, weekends and overtime, as necessary.

QUALIFICATIONS

Required education, experience, training

- High School Diploma, GED or equivalent required.
- Completion of medical assistant training program from an accredited school.
- Current CPR Certification (AHA)
- Three months customer service experience.
- Bilingual; Spanish highly desirable
- Proficiency in Microsoft Office and the internet.

Preferred education, experience, training

- One year community health experience.
- Medical practice management system.

Certifications/Licenses:

- Medical Assistant Certificate.
- Current CPR Certification (from approved American Heart Association).
- Access to reliable transportation.

To Apply - <https://tri-cityhealth.org/careers-2/>