

**FAMILY MEDICAL CENTER OF MICHIGAN
JOB DESCRIPTION – MEDICAL ASSISTANT (MA)**

NATURE OF WORK:

To provide a broad range of clinical duties and assist the Providers to provide care and services to Family Medical Center patients.

GENERAL DESCRIPTION OF DUTIES:

The job description is not designed to cover or contain a comprehensive listing of required activities, duties or responsibilities. Other activities, duties or responsibilities may change or be assigned at any time with our without notice.

1. Receive and escort patients into the exam rooms
2. Obtain and accurately document patient health information as appropriate.
3. Assist the Provider with examinations, treatments and/or orders
4. Complete standing orders based on standing order guidelines.
5. Serve as a liaison between the Provider and other entities in order to facilitate orders and completion of care.
6. Participate in the development and continuance of patient self-management goals and behavior modification as set by the provider and /or patients, while providing support and encouragement.
7. Take part in care coordination team meetings.
8. Advise Clinic Coordinator/Nurse Clinic Coordinator as needed when supplies are low.
9. Adhere to OSHA guidelines regarding safety and infection control; utilize universal precautions at all times.
10. Adhere to confidentiality of patient information. (HIPAA).
11. Complete ongoing training, in-services and education as required.
12. Participate in on-going education, patient centered medical home education and updates and orientation of new staff.
13. Support and participate in quality improvement activities.
20. Adhere to and support the policies, procedures and Mission of Family Medical Center

21. Perform other duties as requested.

REPORTING RELATIONSHIPS:

The Medical Assistant (MA) reports to, is supervised by and is evaluated by the Clinic Coordinator / Nurse Clinic Coordinator or designee.

QUALIFICATIONS:

- Previous Medical Assistant experience in a health care setting.
 - Externship hours are considered.
- Medical Assistant Certification / Diploma.
 - Prefer CMA.
- Certification in Basic Life Support required within 90 days of hire.
- Customer service experience

EVALUATION:

The evaluation of work performance is ongoing and will be performed by the Clinic Coordinator / Nurse Clinic Coordinator or designee of Family Medical Center of Michigan. Formal evaluation will normally be performed annually but may be initiated at other times by the Clinic Coordinator / Nurse Clinic Coordinator or designee.

STATUS:

This is an FLSA non-exempt position.

This is an OSHA high-risk position.

This is an ADA negotiable position.

I acknowledge I have read this job description (or had it read to me), and understand the job responsibilities of the above position. I further understand this job description is not designed to cover or contain a comprehensive listing of required activities, duties or responsibilities. Other activities, duties or responsibilities may change or be assigned at any time with or without notice. I have discussed any questions I may have about this position prior to signing this form.

Signature

Date

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