
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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**JOB DESCRIPTION****JOB VACANCY****POSTED 03/07/2018 UNTIL 03/21/2018**

POSITION: Certified Medical Assistant / Nurse

DEPARTMENT: Lac Vieux Desert Clinic

LOCATION: Watersmeet, MI 49969

EMPLOYMENT: Full Time

SALARY/PAY RATE: TBD

DESCRIPTION:

The CMA is responsible for assisting in the delivery of health care and patient care management. The CMA functions under the direct supervision and authority of the physician when performing clinical tasks during patient care. The CMA reports to the clinical manager, who is responsible for administrative supervision, staff development, and orientation of the MA to the clinic policies and procedures. The CMA must demonstrate competency in all skills related to performance of patient care. The CMA maintains an inventory of exam/procedure room supplies, assists in efficient patient flow, and organizes the clinic environment to assure patient safety. The CMA demonstrates problem solving skills as they relate to patient care activities, provides guidance for and acts as a role model for others in the clinical area.

RESPONSIBILITIES:

- Greets patients and prepares them for provider team exam.
- Assists patients with transfers to and from exam tables, procedure tables, and scales utilizing proper mechanics and safety measures.

- Collects and records patient information and data. Obtains additional data based on initial data collection.
- Performs chart review prior to clinic visit to obtain historical data.
- Obtains and records height, weight, vital signs and medical history.
- Reports findings to practitioner.
- Explains treatment procedures to patients.
- Instructs patients in collection of samples and tests, prepares laboratory specimens.
- Prepares equipment and assists provider during treatment, examination, and testing of patients as needed.
- Operates clinical equipment according to equipment procedures.
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- Operates clinical equipment according to equipment procedures.
- Prepares and administers medications and vaccinations as directed.
- Changes dressings on wounds.
- Monitors patient status recognizing and reporting abnormal findings or changes in condition.
- Provides appropriate patient education, health information materials and community resource lists as directed. Identifies patient's need for additional information and communicates to provider.
- Maintains and uses principles of aseptic techniques and infection control when performing clinical duties and tasks.
- Ensures that soiled linens, sharps containers and potentially infectious waste are appropriately disposed and removed from the clinic and exam area according to infection control guidelines.
- Maintains timely and efficient flow of patients during the clinical day, notifies patients of wait time if delayed.
- Notifies patients of diagnostic test results in a timely fashion, as instructed by primary care provider.
- Schedules medical procedures, appointments with specialty providers.
- Obtains prior authorizations as needed.
- Assists with ordering, stocking, and maintaining exam rooms and clinic areas with standard levels of supplies, medications, linens, forms, equipment, etc.
- Cleans/sterilizes medical instruments and equipment per protocols.
- Takes electrocardiograms.
- Assures cleanliness of examination rooms according to OSHA standards.
- Takes accurate telephone messages and provides appropriate follow up.
- Assists with notifying patients of special follow up, reminder letters for tests, injections, etc.
- Assists with scheduling patients appropriately.
- Completes referrals, work/school excuses, etc. as directed by provider.
- Uses E.H.R. continually throughout the day. Monitors and completes tasks in a timely manner.
- Assists provider with medication orders/refills as directed.
- Performs basic CLIA waived laboratory tests.
- Any other duties as assigned.

QUALIFICATIONS:

- Current Certification as a Medical Assistant in the state of Michigan.
- One-year medical experience in a physician's office or equivalent combination of training and experience preferred. Will train a highly motivated new graduate.
- Current BCLS certification.
- Previous experience with Electronic Medical Record.
- Demonstrates ability to work effectively within teams and within a dynamic work environment.
- Interest and desire to work with a Native American community.

PHYSICAL REQUIREMENTS/WORK CONDITIONS/HAZARDS:

- Fast paced ambulatory clinic environment.
- Potential for daily exposure to blood and bodily fluids, communicable diseases, chemicals.
- Must be able to stand for extended periods of time, push, pull and reach, occasional bending, stooping, stretching, lifting and carrying.
- Have full range of motion, including handling and lifting of patients.
- Must be able to work at a computer for extended periods of time.
- Must be able to lift at least 50# with no restrictions.
- Must have normal range of hearing and eyesight, color vision.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: 3/1/2018