

**REDDING RANCHERIA  
POSITION DESCRIPTION**

DATE: February 16, 2016	
JOB NUMBER: MED301	CLASSIFICATION LEVEL: Group 2
POSITION TITLE: Medical Assistant – Churn Creek	DIVISION/DEPARTMENT: Medical
REPORTS TO [JOB TITLE AND/OR DIVISION/DEPARTMENT]: Nursing Supervisor – Churn Creek	
FLSA STATUS: Non-Exempt	POSITION STATUS: Full-time

**BASIC JOB PURPOSE/FUNCTION:**

Assists providers in the delivery of outpatient health care to patients under the direct supervision of the Nursing Supervisor- Churn Creek.

**ESSENTIAL JOB DUTIES:**

1. Assist with the initial admission of patients to the health center, which may include all Front Office duties, specifically Medical Records and Medical Reception departments, to gather health information for the provider.
2. Take routine vital signs of patients, including temperature, pulse, respiration, and blood pressure; record results in patient charts; determine cause for visit and gather the patient medical history, and chart in the Electronic Health Record.
3. Assist provider with medical procedures, including sutures, casts, pap smears and pelvic examinations.
4. Set up appropriate trays for providers.
5. Change dressings and apply bandages; administer immunizations and medications by mouth and injections as ordered.
6. Perform routine lab tests in clinic setting consistent with training and clinic policies (i.e. EKG, ultra sound, visual acuity, audiometer, pulse oximeter, spirometry breathing treatments, urine dipstick, blood glucose, pregnancy, strep, hemoglobin and hemocults.)
7. Review provider instructions with patients regarding home care and return visits.
8. Assist with Medi-Tracks data collection and entries, as needed.
9. Schedule patient appointments.
10. Verify Eligibility status through Partnership.
11. Update patient file with personal information
12. Check in all medical patients update address, phone number, and alternate resource status, identifying eligibility status, and obtaining treatment authorization signature.
13. Register patients by appointments or walk-ins.
14. Scan and retrieve registration documents, medical record information.
15. Schedule appointments by telephone or in person, following established appointment time/diagnosis guidelines.
16. Answer all telephone calls to the medical reception area promptly and courteously

**NONESSENTIAL JOB DUTIES:**

1. Assist with the maintenance and inventory of medical equipment and supplies.
2. Clean and organize examination and laboratory rooms.
3. Maintain applicable medical records.

4. Stamp and distribute all laboratory, radiology, consultation, etc. and other pertinent medical records for review and signature.
5. Request medical records/other additional information from outside healthcare facilities.
6. Respond to authorized requests for information by outside healthcare facilities. Perform other related duties as needed.

**SUPERVISION EXERCISED:**

None

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of basic nursing practices and medical assisting skills and the various types of materials and equipment related to outpatient care and their application.
- Knowledge of relevant medical terminology.
- Strong written and communication skills.
- Knowledge of records management, including control, protection of privacy and maintenance of records in medical clinic setting.
- Knowledge about blood borne pathogens.
- Knowledge and experience in the area of patient referral and insurance authorization
- Ability to instruct and assist patients effectively.
- Ability to perform routine clerical support work and ability to use computers and related software applications.
- Ability to understand and follow written and verbal instructions of medical care providers.
- Ability to work effectively with employees and health clinic professionals.
- Ability to learn new procedures and information within a reasonable period of time.
- Ability to perform routine housekeeping/stocking duties in relation to exam room.
- Ability to organize and prioritize workload assignments, such as prioritizing daily clinic operations and follow through on assignments.
- Ability to learn Medi-Tracks data entry program.

**REQUIREMENTS/MINIMUM QUALIFICATIONS:**

- Certification as Medical Assistant or 5 years of on the job experience as a medical assistant
- Knowledge of medical terminology/procedures, human anatomy and medical law/ethics.
- CPR certification required.
- Must be able to function and perform in a fast paced environment, problem solve, be a self starter and active team player.
- Must pass pre-employment drug screening.
- Must be fingerprinted and pass background check.
- Indian preference.

**WORKING CONDITIONS:**

Work is performed in a health clinic setting. Will work with blood and blood-borne pathogens and will require OSHA training. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and Redding Rancheria reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.  
The job description does not constitute an employment agreement between the Redding Rancheria and employee and is subject to change by the Redding Rancheria tribe.