



<b>WORKING TITLE:</b> CERTIFIED MEDICAL ASSISTANT	<b>CLASSIFICATION:</b> CERTIFIED MEDICAL ASSISTANT
<b>DEPARTMENT:</b> HEALTH AND HUMAN SERVICES	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> OPEU 12	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8832
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JULY 2017

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Provides both office support and clinical assistance for a physician, nurse practitioner, or other health practitioner (HCP); may report directly to an office manager or health care practitioner; may perform direct patient care and specific clinical procedures, or work independently in certain clinical programs, under HCP orders; may serve a small clinic with a full range of office and clinical support, or may specialize in a larger clinic.

***SUPERVISION RECEIVED:***

Works under the direct or indirect supervision of a physician or other Health Care Provider who authorizes all clinical activities with standing orders and written general assignments; office support and other general activities are supervised by a program manager or other supervisor.

***SUPERVISION EXERCISED:***

Supervision is not a responsibility of positions in this class.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Performs reception duties including: answering telephones, updating and filing medical records, filling out insurance forms, clinic correspondence & electronic communications, appointment scheduling, cash handling, receipting payments, data entry, and report preparation.
- Takes medical histories and vital signs.
- Explains treatment procedures to patients.
- Prepares patients for examination.
- Assists the physician or HCP; collects and prepares laboratory specimen
- Disposes of contaminated supplies.
- Sterilizes medical instruments.
- Instructs patients regarding medications.
- Performs blood draws.
- Arranges laboratory tests and transport of specimens.

- Purchases and maintains supplies and equipment.
- Maintains neatness of examination and waiting rooms.
- Prepares and packs supplies for location clinics.
- Stocks and maintains health education literature display areas, distributing to patients as appropriate.
- Other duties as assigned.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- General medical terminology, anatomy, physiology, behavioral science, and medical law and ethics.
- Medical records management.
- Collections and insurance processing.
- Exam room techniques.
- Medications and laboratory procedures.
- Public health principles as required by position.

#### **SKILL IN:**

- Accurate observation and reporting.
- Developing appropriate professional relationships with patients/clients, co-workers, and members of the general public.
- Recordkeeping.
- Effective communication, both orally and in writing.
- Maintaining confidentiality.

#### **ABILITY TO:**

- Maintain accurate records, including electronic records.
- Maintain strict confidentiality.
- Gather patient/client medical history as necessary.
- Interact with patients, coworkers, and others in a courteous, professional manner.
- Perform clerical/administrative tasks efficiently.
- Maintain confidentiality.
- Attend work as scheduled and/or required

#### **MINIMUM EXPERIENCE AND TRAINING:**

High school diploma or GED certificate is required in addition to graduation from an accredited medical assisting program; either through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or Accrediting Bureau of Health Education Schools (ABHES). Must possess and maintain current CMA credential. Any appropriate combination of education and experience which ensures the ability to perform the work may be considered.

#### **OTHER REQUIREMENTS:**

The ability to secure and maintain a driver's license valid in the state of Oregon and an acceptable driving record is required. May be required to drive a County vehicle. Employees

authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to clients' homes and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands 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.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*