



CLASSIFICATION NO. 543
Established: 5/04
FLSA: Non-Exempt
EEO: 5

CERTIFIED MEDICAL ASSISTANT

CLASS CHARACTERISTICS

Under general supervision, to provide routine medical assistance to professional health care providers in the delivery of patient care; to prepare clinic patients for physical examinations, collect specimens, perform routine diagnostic tests and record health information; to perform clerical support functions in patient reception and medical records; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Clackamas Health Centers Division within the Department of Health, Housing and Human Services is a Federally Qualified Health Center that offers primary care, dental services and behavioral healthcare at multiple primary care, behavioral health, and school-based health centers.

The Certified Medical Assistant performs medically related tasks, including injections, to assist professional health care providers in the delivery of services to clinic patients. Positions also provide clerical support in patient reception and in the maintenance of medical records, supplies and materials.

The Certified Medical Assistant differs from the Dental Assistant which performs similar duties to assist dentists, and from the Nutrition Assistant which conducts nutrition assessments and tests clients for nutrition-related health problems. It further differs from the Community Health Nurse who performs professional nursing duties under the direction of a clinic/program coordinator or physician.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Greets and instructs patients on visit process; prepares patients for examination; obtains medical history and takes vital signs; records weight, height, temperature, blood pressure and pulse; gathers patient chart, test results and other reports.
2. Assists providers with medical examinations and procedures; prepares instrument trays, changes dressings and cleanses wounds; provides follow-up instructions to patients and arranges and tracks referrals as directed by providers.
3. Collects specimens and performs standard diagnostic tests, such as hemoglobin count, pregnancy tests, urine tests, rapid strep screens, blood glucose, EKG's and hearing and vision tests; prepares, processes and delivers specimens to clinic laboratory or packages for outside laboratory; record results in medical record or on laboratory logs.

4. Performs basic first aid, such as ear and eye lavages, changing dressings, stitch removal and treating minor burns, cuts and scrapes under direction of health care provider.
5. Maintains examination rooms and laboratory; set up examination rooms with appropriate supplies and equipment; keeps rooms stocked with supplies and linens; inventory and order medical supplies for providers; cleans, sterilizes and stores instruments; works with providers and other staff to create and maintain effective flow of patients in clinic.
6. Performs medical office and clerical tasks; greets patients and schedules appointments; responds to telephone inquiries; processes referrals and release of information forms; performs data entry and prepares clinic reports.
7. Under direction and supervision of health care provider, administers certain immunizations, injections and medications, and draws blood as appropriate.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic medical terminology; principles and techniques of sanitation and sterilization; techniques of medical record documentation and confidentiality; routine laboratory testing procedures; interviewing techniques; public health services and policies; medical office practices and procedures; basic math.

Skill to: Obtain and record human vital signs; make observations concerning general health conditions; perform injections per Certified Medical Assistant (CMA) certification and training; collect, process and record lab specimens; perform venipuncture; provide instructions to individuals with varying backgrounds and abilities; communicate effectively with staff, clients and the public; maintain accurate and complete records; clean, disinfect and sterilize clinic areas and equipment; operate and maintain various laboratory testing equipment; operate standard office equipment; establish and maintain effective working relationships with the public, patients and health care professionals.

WORKING CONDITIONS

This position involves exposure to bodily fluids and routine contact with individuals who have communicable diseases.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Current certification/registration as a Medical Assistant by a nationally recognized program.

- Basic Life Support (BLS) certificate

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 3/24