

<b>REPORTS TO:</b>	Clinic Manager
<b>REVISED:</b>	04/2014, 05/2018, 09/2021
	See current organizational chart for oversight/administrative support information

**PRIMARY FUNCTION:**

Certified medical assistants advance exceptional care by assessing patients, implementing nursing care under the supervision of the clinic nurse manager. A clinic CMA may also be trained to perform limited radiographic procedures.

**QUALIFICATIONS**

**Education and/or Experience**

- Graduate from an approved Medical Assistant program

**Certificates, Licensure, Registrations**

- Current Medical Assistant certification in State of Iowa
- For job-specific certifications refer to the [Education Certification Requirements by Job Category](#): Clinical Staff

	<b>Essential Job Duties and Responsibilities</b>
1.	<p>Performs admission and assessment activities for each patient prior to being seen by the clinic provider according to the reason for the visit.</p> <ul style="list-style-type: none"> <li>• Follows admissions and assessment guidelines check list (full set of vitals). Completes computer admission process.</li> <li>• Documents allergies and type of reaction.</li> <li>• Conducts applicable assessments effectively. (age appropriate).</li> <li>• Recognizes any deviation from normal and reports to the Provider.</li> <li>• Reviews and updates medication list at each visit.</li> <li>• Maintains patient flow from waiting area to exam rooms and keeps patients informed of unexpected waits.</li> </ul>
2.	<p>Assists provider during clinic in accordance within medical assistant scope of practice. This includes, but not limited to:</p> <ul style="list-style-type: none"> <li>• Collects and prepares specimens for lab tests.</li> <li>• Handles instruments.</li> <li>• Preps patients for procedures.</li> <li>• Prepares patient information for clinic chart.</li> <li>• Performs treatments, including childhood/adult immunizations.</li> </ul>

	<b>Essential Job Duties and Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Provides patient teaching as needed during clinic visit including family or significant other as indicated.</li> <li>• Enters Provider orders into the computer system, as needed.</li> </ul>
3.	<p>If certified, performs radiographic procedures of the chest, spine, extremities, and shoulders utilizing ionizing radiation for radiographic diagnosis.</p> <ul style="list-style-type: none"> <li>• Properly positions the patient for optimal results.</li> <li>• Utilizes radiation exposure reduction techniques such as proper collimation and lead shielding to minimize radiation exposure to patients and staff.</li> <li>• Wears personal radiation monitoring device daily.</li> </ul>
4.	<p>Performs emergency treatment as required in accordance with Medical Assistant scope of practice.</p> <ul style="list-style-type: none"> <li>• Initiates or assists in patient care in an effective and responsive manner as each situation requires.</li> <li>• Identifies emergent needs, treats within scope of practice.</li> <li>• Activates appropriate emergency responses.</li> </ul>
5.	<p>Performs and maintains documentation.</p> <ul style="list-style-type: none"> <li>• Documents accurate current assessment of patient status that reflects interim history, chief complaint, present history and complete vitals.</li> <li>• Documentation of Medication List is kept current.</li> <li>• Documentation of communication to patient is complete.</li> <li>• Documentation of communication from others regarding patient is complete.</li> </ul>
6.	<p>Communicates effectively.</p> <p>Calls patients with reports in a timely manner and explains the results to patients as directed by provider.</p> <ul style="list-style-type: none"> <li>• Communicates and collaborates effectively with other health team members regarding patient situations, satisfaction needs, and recommendations for meeting identified outcomes.</li> <li>• Identifies and recognizes abnormal symptoms/changes in patient condition and appropriately reports condition to medical provider.</li> <li>• Takes incoming calls from patients and obtains a full report for the provider.</li> <li>• Reports deviation from normal.</li> </ul>
7.	<p>Promotes and ensures patient safety in performance of all responsibilities.</p>

	<b>Essential Job Duties and Responsibilities</b>
	<ul style="list-style-type: none"> <li>• Administers treatments and procedures in a timely and safe manner according to physician orders and nursing policy.</li> <li>• Demonstrates proficient technical/clinical skills and operational knowledge of equipment on unit.</li> <li>• Informs and involves Clinic Director regarding patient care issues in a timely and appropriate manner.</li> <li>• Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.</li> </ul>
8.	<p>Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> <li>• Demonstrates a commitment to the practices of Quality Improvement (QI).</li> <li>• Regularly attends Department huddles.</li> <li>• Completes tasks as outlined on Department Huddle Board</li> </ul>
9.	<p>Performs other duties as assigned.</p>

**ESSENTIAL Work Environment & Physical Requirements:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving	X			
Lifting (floor to waist level)		40 lbs.	50 lbs.	10 lbs.
Lifting (waist level and above)		40 lbs.	50 lbs.	10 lbs.
Lifting (shoulder level and above)		40 lbs.	50 lbs.	10 lbs.
Carrying objects			X	
Push/pull		30 lbs.	20 lbs.	10 lbs.
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl	X			
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X
Taste	X			
Talk				X
Smell		X		

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision		X	
Far Vision		X	
	Not Applicable	No	Yes
Color Discrimination		X	
	Not Applicable	Accurate	Minimal/Moderate
Depth Perception		X	
Hearing		X	

Environment Requirements <i>Occupational Exposure Risk Potential</i>	Not Anticipated	Reasonably Anticipated
Bloodborne Pathogens		X
Chemical		X

## CERTIFIED MEDICAL ASSISTANT

REVIEWED 05/2024

Airborne Communicable Disease		<b>X</b>
Extreme Temperatures	<b>X</b>	
Radiation		<b>X</b>
Uneven Surfaces or Elevations	<b>X</b>	
Extreme Noise Levels		<b>X</b>
Dust/Particulate Matter		<b>X</b>
Other (List)		

<b>Shift Requirements</b>	<b>8 hrs./day</b>	<b>10 hrs./day</b>	<b>12 hrs./day</b>	<b>Other (varied )</b>
Usual workday hours				<b>X</b>
	<b>Not Applicable</b>	<b>Yes</b>	<b>No</b>	
Regular, punctual attendance for assigned shifts		<b>X</b>		
Available to work overtime		<b>X</b>		

**ESSENTIAL FUNCTION FORM**

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

**Can you perform the essential functions of the position with or without reasonable accommodations?**

**YES**

**NO**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_