Cow Creek Government Office

Certified Medical Assistant

Job Code: 2346
Department: CCH&WC
Location: Roseburg/Canyonville, OR.
Hourly Wage: $22.04 - $23.00 DOE

POSITION PURPOSE:
The Certified Medical Assistant is responsible for providing high quality, compassionate, and culturally sensitive care within their scope of practice as part of an integrated care team in outpatient primary care facility as a medical assistant.

ESSENTIAL FUNCTIONS:

- Obtain preliminary health information and physical assessment during a patient's visit including vital signs, chief complaints, and health maintenance needs.
- Function under established procedures and medical protocols for laboratory tests and diagnostic procedures (e.g. EKG, Spirometry, Audiometry, Visual Acuity, Updraft Treatments, Tympanometry, Pulse Oximetry, and Peak Flow Measurements).
- Administers medications and assists other Medical Assistants/Nurses/Providers in therapeutic procedures (e.g. casting, suturing, wound debridement, dressing changes, etc.) within scope of practice.
- Perform phlebotomy, specimen processing, and laboratory tests within clinic standards and under the guidance of the laboratory technician.
- Utilize and maintain laboratory equipment with adherence to all laboratory safety standards.
- Document in patient medical record & EHR all observations, assessments, interventions, and therapeutic measures taken. Use EHR to review and process all laboratory orders.
- Coordinate follow-up patient care with ancillary services by scheduling appointments and referrals. Provides education to patients and families regarding the management of medications, treatments, home care or discharge instructions, etc.
- Assist in maintaining adequate clinic supplies & equipment as well as upkeep of clinic area by maintaining a safe environment for patient & staff. Monitor equipment for repair or damage & report deficiency to the Nurse.
- Provides and/ or assists in the provision of emergency care. Implement first aid in an emergency according to emergency preparedness policies.
- Must demonstrate proven effective interpersonal communication skills.

- Screen all patients prior to entering the facility. Adhere to COVID staff manual for protocols and workflows.
- Provide Covid testing and Covid vaccinations.
- Manage patient panels and quality measures with the primary care provider teams.
- Flexibility to travel between north and south clinics as needed.
- Adhere to all tribal policies outlined in the Employee Personnel Manual. Protect patient medical information within the guidelines of HIPAA policies & procedures.
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED, required.
- Must have current CMA and keep current through continuing education and recertification requirements (e.g., CPR, Fire Safety, Lab Safety, etc.).
- Must perform blood draws and deliver immunizations as needed.
- Must demonstrate proficient communication skills and be able to work in collaboration with other health care professionals to maintain the delivery of high-quality patient care.
- Able to work independently with excellent attention to detail and quality improvement.
- Must demonstrate a working knowledge of computer applications & Electronic Health Records.