



CLINICAL MEDICAL ASSISTANT

Full-time

Posting Date: May 13, 2019 **Date Available:** Mid-July **Posting Number:** HR052114

Position Summary:

The Clinical Medical Assistant is responsible for the administrative portion and clinical tasks to keep the clinic running smoothly and assists in providing quality of care to patients. Works with patient records, insurance and billing. Prepares patient rooms, maintains equipment and tracks supplies. Assists and prepares patients for the provider's assessment and evaluation.

Essential Job Duties:

Clerical and Patient Care duties may include:

The Clinical Medical Assistant is responsible for daily preparation of the clinic: Basic supplies available in each exam room, prepares and cleans examination rooms, exam rooms lighted and warmed, keeps track of ordering and stocking clinic supplies daily. Responsible for general medical patient flow to practitioners. Greets patients and orients them to the clinic in a friendly and professional manner. Guides patient to appropriate station in flow (e.g. waiting room, bathroom, Imaging, lab). Reviews chart, correct with appropriate forms, including billing sheet. Fills out insurance forms, files insurance claims, takes payments from patients, schedules appointments. Assists in clinic flow, answers telephones and arranges for laboratory procedures. Calls prescriptions refills to pharmacies and documents in patient's chart, per medical providers order. Identify safety concerns and reports these issues. Charts and updates patients' medical records as needed. Completes intake with brief, concise and clear notation including date, age, chief complaint and onset (# of days). Medication and allergy information recorded accurately. Documents appropriate data (e.g. temperature, pulse, B/P, respiration, weight). Obtains lab specimens and draws blood as needed. Prepares lab specimens as appropriate. Disposes of contaminated supplies with proper method. The Medical Assistant arranges the examining room instruments and equipment to make it easier for the provider. Often the Medical Assistant may accompany the physician/provider while they are examining the patient. Takes medical histories and records vital signs, explains treatment procedures and costs, prepares patients for examination. Assists in minor procedures as directed by practitioners. Sterilize instruments. Removes sutures, checks wounds and changes dressings/ applies dressings. Other duties as required.

Qualifications:

High school graduate or equivalent, completed Medical Assistant Program, must possess valid Washington State MA License. One year experience in clinic practice setting preferred. Ability to communicate with patients of all ages to provide excellent care. Able to perform essential Medical Assistant tasks. Must have good computer skills, show professionalism and have excellent communication, customer service and interpersonal skills. Spanish bi-lingual is preferred.

Days/Hours:

Monday – Friday; 8:00 am – 4:30 pm

FTE:

1.00/40 hours per week. Benefit eligible.

Department:

Three Rivers Family Medicine

Physical Requirements:

Please see Job Description in Human Resources

Interested Candidates may apply in person or by mailing their resume to:

Three Rivers Hospital
Anita Fisk, Director of Human Resources
PO Box 577
Brewster, WA 98812
(509) 689-2517 x 3343

www.threerivershospital.net

afisk@trhospital.net

Three Rivers Hospital is an equal opportunity employer.