



**POSITION ANNOUNCEMENT  
RYAN WHITE CERTIFIED MEDICAL ASSISTANT**

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Status: Full Time

Date: February 2020

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**POSITION SUMMARY:**

**A. POSITION SUMMARY**

Certified Medical Assistant renders safe nursing care to patients.

**B. POSITION DUTIES**

1. Complete initial assessment of patient according to department Policies & Procedures and documents appropriately.
2. Completes age-specific assessments.
3. Accurately obtains head circumference, weight, height, vital signs.
4. Accurately obtains weight, height, vital signs.
5. Accurately completes a developmental assessment.
6. Accurately assesses immunizations are up to date.
7. Accurately assesses functional, nutritional, physical/psychosocial status, educational and discharge needs.
8. Reassesses patient according to department guidelines and documents appropriately.
9. Applies the nursing process to each patient and implements nursing actions.
10. Follows plan of care for each patient.
11. Continuously monitors patient for physical and psychosocial needs and alternates plan of care if changes are needed.
12. Correctly administers vaccine/medications by all routes.
13. Appropriately documents administration of medications and patient's response to medication.
14. Receives physician's orders, records and assures completion.
15. Assist physicians with exams, as necessary.

16. Documents care provided to patients, and their reaction to that care.
17. Recognizes emergency situations and responds appropriately.
18. Receives medical providers' orders, records and assures completion.
19. Assists medical provider with exams, as necessary.
20. Documents the care provided to patients and their reaction to that care.
21. Recognizes emergency situations and responds appropriately.
22. Demonstrates the knowledge and skills necessary to provide care based on physical, psycho/social, educational, safety, and related criteria appropriate to the age of the patients served in his assigned service area.
23. Checks medical providers' orders and instructs patients to ensure correct specimen for test.
24. Completes encounter by entering name of test and changes when specimen is obtained.
25. Chart results of in-house testing in the electronic medical record and on appropriate forms and delivers to provider. Receives reports from outside lab, files lab copy and delivers original to provider when lab technician is available.
26. Computes and prepares daily log of procedures performed in lab.
27. Maintains a general inventory of laboratory specimen and waste disposal.
28. Follows Universal Precautions for personal protection and waste disposal.
29. Maintains confidentiality of workplace information according to the policies and procedures of the Center.
30. Assist in pulling charts for physicians and other clinical personnel.
31. Retrieves charts for next day schedule.
32. Request all records (including ER) and any outside records that are essential care.
33. Accurately utilizes and maintains a system of chart tracking.
34. Obtains required consent before releasing Medical Information.
35. Requests medical information from providers and health care facilities such as hospitals and outpatient clinics.
36. Maintains correspondence log.
37. Responds to request for referrals.
38. Responsible for obtaining and forwarding records to referring primary care physician when treatment is completed.
39. Make copies of referrals to be placed on chart.

40. Monitors fax machine for incoming faxes and distributes to appropriate department.
41. Understands HIPAA rules and regulations regarding PHI (Protected Health Information).
42. Provides age appropriate patient and/or family, significant teaching as opportunities arise or as need is identified.
43. Explain procedures using correct terminology and then notifies patients about their responsibilities.
44. Ability to educate and relay information to patients in an age-appropriate, clear and concise manner.
45. Assess, implement, and evaluate patient education, paying particular attention to identified learner needs, barriers, and preferences.
46. Develop a plan for education together with the patient by incorporating the principles of self-management, by determining priorities, and by setting goals that are reachable and realistic.
47. Investigate alternative methods of patient education that are suitable for different learner needs and preferences, such as interactive Q & A, audiovisual materials, computer-assisted instruction, cooperative learning (group education formats), displays and bulletin boards, demonstration/return demonstration, role play, and patient-directed education.
48. Target specific groups served by the clinic – the disadvantaged, the elderly, minority groups, children, teens, pregnant women, etc. – and design needs-based programs for education.
49. Develop, evaluate, maintain and promote the use of effective patient education materials in the clinic and the community at large.
50. Develop and prepare content and a schedule of conferences and in-services to convey theory and methods of patient education to resident physician, faculty and staff.
51. Organize and participates in community activities, such as health fairs, outreach projects, etc.
52. Develop a patient education curriculum for an array of chronic diseases that have a significant nutritional component.
53. Develop and maintains approved policies and procedures for patient education and helps ensure compliance with all federal, state and local regulatory bodies.
54. Utilize appropriate resources to accommodate age, education, cultural and communication barriers.
55. Initiates multi-disciplinary referrals as needed and does appropriate follow-up.
56. Assures informed consent is obtained.
57. Respects privacy of patient.
58. Attends general orientation.
59. Identifies unsafe conditions and intervenes in a timely manner.
60. Responds to all emergency codes and drills and completes appropriate paperwork.

61. Follows Standard precautions by utilizing appropriate Personal Protective Equipment.
62. Demonstrates knowledge of P&P for the 7 Environment of Care Plans: (1) Safety and Security; (2) Hazardous Material and Waste; (3) Fire Safety; (4) Medical Equipment; (5) Utilities; (6) Other Physical Environment; and (7) Emergency Management.
63. Enforces environment of Care policies (smoking, hand washing, trash disposal, etc.).
64. Completes all required referral paperwork.
65. Gives complete report when referring patient.
66. Arranges for post discharge needs (home health, DME, appointments, etc.).
67. Coordinates and prioritizes patient activities across all departments.
68. Assists in the orientation of new employees and staff education.
69. Follows Grievance policy.
70. Participates in continuing education opportunities.
71. Attends Clinical and Departmental Meetings.
72. Participates in CQI activities.
73. Keeps appropriate individuals aware of issues, changes and/or pertinent problems. Advises appropriate personnel of situations requiring follow-up attention.
74. Suggests practical solutions in response to changing regulations and customer, department needs.
75. Utilize and require others within the department to utilize the Plan, Do, Study, Act (PDSA) performance improvement model.
76. Expresses knowledge of and actively participates in Health Disparity Collaborative through staff meeting or committee participation.
77. All other duties as assigned.

**C. REQUIREMENTS**

1. Graduate of a state approved school for Medical Assistant.
2. Six months previous medical office experience required.
3. Current CPR certification is required.
4. Current certification as a Medical Assistant in the State of Louisiana.
5. Experience in collaboration with interdisciplinary healthcare teams.
6. Experience in ambulatory care setting preferred.

**D. SUPERVISES**

NONE.

**E. PHYSICAL REQUIREMENTS:**

1. Visual acuity - always
2. Hand – eye coordination - always
3. Lifting approximately 10-15 lbs., Pushing, Pulling - sometimes
4. Stooping, Bending, and Standing - sometimes
5. Walking- frequent; short distances

**F. WORK ENVIRONMENT:**

1. Indoor, environmentally controlled
2. Exposure to disease or infections
3. No vibrations
4. Exposure to artificial and/or natural light
5. Exposure to outdoor weather elements

**APPLICATION PROCEDURE:**

Please submit a completed employment application found at [www.caresouth.org/jobs](http://www.caresouth.org/jobs) or the HR office, resume, and credentials via email to [jobs@caresouth.org](mailto:jobs@caresouth.org) or deliver to the HR office. CareSouth is an EOE.

**CLOSING:** February 21, 2020 or until filled.