

# Jamestown

S'KLALLAM TRIBE



## JOB OPENING ANNOUNCEMENT

DATE: September 3, 2010

JOB TITLE: **Medical Assistant-ACE Certified**

REPORTS TO: Wendy Dolhay, RN

STATUS: Full Time, 40hrs/wk, full benefits

**JOB SUMMARY:** Duties include but are not limited to basic triage, rooming patients, taking vitals, history, some procedures & injections, keeping patient confidentiality, handle phone messages, prescription refills, record charges, assist with lab & radiology prep/reports, scheduling tests/referrals and patient pre-certifications.

**MINIMUM QUALIFICATIONS:** HS diploma/GED, completion of 1-2yrs (4-6 quarters) accredited Medical Assistant Program, current WA State Health Care Assistant certification at levels A, C & E and CPR certified. Prefer CAAHEP or ABHES accredited Medical Assisting program graduate or LPN. Must be able to multitask, communicate effectively and keep calm under stress. Candidate should have strong organizational and interpersonal skills, know CPT & ICD-9 coding, be able to lift 30 pounds and frequently bend, reach, push, pull or squat. Risk of exposure to communicable diseases & contaminated body fluids. American Indian/Alaska Native preference for qualified candidates.

Apply online: [Application Form](#)

Send resume/cover letter via email to:  
[jobs@jamestowntribe.org](mailto:jobs@jamestowntribe.org)

**Or Fax:** 360.683.4005  
**Mail:** Human Resources  
1033 Old Blyn Hwy  
Sequim, WA. 98382

### NOTICE

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a 5-year criminal history background check, including fingerprinting. The applicant will be able to obtain a copy of the criminal history report (from the reporting agency) made available to the Tribe and they will have the right to challenge the accuracy and completeness of the information contained in the report.

The grounds for denying employment, based on the results of the back ground check, include the following: any conviction for a sex crime; an offense involving a child victim; a drug felony; or if a person has been found guilty of or entered a plea of guilty or nolo contendere to any federal, state or Tribal offense involving a crime of violence, sexual assault, sexual molestation, child exploitation, sexual contact, prostitution or crimes against persons.

Each person submitting a resume in response to this announcement will be required to complete an employment application form provided by the Tribe, with detailed information on personal history, education, employment..

**Job Title:** Medical Assistant A.C.E.

**Reports To:** Clinic Manager

**Job Overview:** Responsible for patient care under the direction of a physician, ARNP, PA-C or other licensed health care provider.

**ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:**

1. Medical Assistants are expected to provide all services as described in the American Association of Medical Assistants Occupational Analysis and Skill sets as attached.
2. Room patients, obtain and document vitals, patient history if necessary, and chief complaint as directed by provider and clinic protocol.
3. Maintain medical records to include scanning, recording, and updating information.
4. Process orders, prescription refills, Pre-certification procedures.
5. Record patient charges as needed for electronic billing.
6. Assist the provider with patient information pertaining to follow up care:
  - a. Results of lab and radiology reports as directed by the provider;
  - b. Laboratory and radiology preparation.
7. Schedule diagnostic tests and referrals as needed.
8. Under the supervision of a licensed clinician, perform procedures such as EKG, ear lavage, WAIVED lab tests, venipuncture, wound dressings.
9. Give IM, Sub-Q, and nasal medications and immunizations as ordered.

**ADDITIONAL RESPONSIBILITIES:**

1. Must be able to recognize and respond appropriately to urgent/emergent situations per protocols.
2. Maintain work area, exam rooms, supplies, medications and immunizations.
3. Perform basic triage per specific office protocol procedures.
4. Maintain professional appearance and personal conduct at all times.
5. Adhere to employer work practices as described in the JFHC Occupational Exposure Control Plan and HIPPA: Maintain patient confidentiality.
6. Establish and maintain effective working relationships with providers, staff and management.
7. Effectively cope with typical job stress.
8. Document work processes as required.
9. Participate in quality meetings and clinic meetings.
10. Perform other duties as assigned.

**QUALIFICATIONS:**

**All Medical Assistants:**

Education:

- High school diploma or equivalent.

Certification:

- Basic CPR from the American Heart Association

Skills:

- Medical terminology.
- Strong organizational and interpersonal skills.
- Ability to multitask efficiently and effectively.
- Act calmly and effectively in a busy or stressful situation.

- Communicate effectively in the English language in person, by phone and in writing.
- Adheres to all clinic policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.
- Knowledge of CPT and ICD-9 coding procedures and billing processes.
- Knowledge of medication administration procedures and processes.
- Completion of 1-2 years (4-6 quarters) of an accredited Medical Assistant Program, Preference for a graduate of either a CAAHEP or ABHES accredited medical assisting program or LPN program.
- Maintain current Washington State Health Care Assistant certification at levels A, C and E.

## **PHYSICAL REQUIREMENTS:**

1. Adequate hearing to perform job duties in person and over the telephone. Able to use a stethoscope and respond to verbal questions.
2. Adequate oral communication with ability to speak clearly to patient in person and over the telephone.
3. Visual acuity adequate to perform job duties, including visual examination of patient and reading information from printed sources and computer screens.
4. Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patient when required. Adequate physical ability including sufficient manual dexterity to perform the requisite health care service, including injections. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires possible exposure to communicable diseases and/or potentially contaminated body fluids.

## **Occupational Analysis of the MA**

### Administrative Procedures

- Schedule, coordinate, and monitor appointments
- Schedule inpatient/outpatient admissions and procedures
- Apply third-party and managed care policies, procedures, and guidelines
- Establish, organize, and maintain patient medical record

### Practice Finances

- Perform procedural and diagnostic coding for reimbursement
- Perform billing and collection procedures
- Perform administrative functions, including bookkeeping and financial procedures
- Prepare clean insurance forms

### Communication

- Recognize and respect cultural diversity
- Adapt communications to individual's understanding
- Employ professional telephone and interpersonal techniques
- Recognize and respond effectively to verbal, nonverbal, and written communications
- Utilize and apply medical terminology appropriately
- Receive, organize, prioritize, store, and maintain transmittable information utilizing electronic technology
- Serve as "communication liaison" between the physician and patient

- Serve as patient advocate professional and health coach in a team approach in health care
- Identify basics of office emergency preparedness

#### Legal Concepts

- Perform within legal (including federal and state statutes, regulations, opinions, and rulings) and ethical boundaries
- Document patient communication and clinical treatments accurately and appropriately
- Maintain medical records
- Follow employer's established policies dealing with the health care contract
- Comply with established risk management and safety procedures
- Recognize professional credentialing criteria
- Identify and respond to issues of confidentiality

#### Instruction

- Function as a health care advocate to meet individual's needs
- Educate individuals in office policies and procedures
- Educate the patient within the scope of practice and as directed by supervising physician in health maintenance, disease prevention, and compliance with patient's treatment plan
- Identify resources for health maintenance and disease prevention to meet patient needs
- Maintain current list of community resources, including those for emergency preparedness and other patient care needs
- Collaborate with local community resources for emergency preparedness
- Educate patients in their responsibilities relating to third-party reimbursements

#### Operational Functions

- Perform inventory of supplies and equipment
- Perform routine maintenance of administrative and clinical equipment
- Apply computer and other electronic equipment techniques to support office operations
- Perform methods of quality control

#### Fundamental Principles

- Identify the roles and responsibilities of the medical assistant in the clinical setting
- Identify the roles and responsibilities of other team members in the medical office
- Apply principles of aseptic technique and infection control
- Practice Standard Precautions, including hand washing and disposal of biohazardous materials
- Perform sterilization techniques
- Comply with quality assurance practices

#### Diagnostic Procedures

- Collect and process specimens
- Perform CLIA-waived tests
- Perform electrocardiography and respiratory testing
- Perform phlebotomy, including venipuncture and capillary puncture
- Utilize knowledge of principles of Radiology

#### Patient Care

- Perform initial-response screening following protocols approved by supervising physician
- Obtain, evaluate, and record patient history employing critical thinking skills
- Obtain vital signs
- Prepare and maintain examination and treatment areas
- Prepare patient for examinations, procedures and treatments

- Assist with examinations, procedures, and treatments
- Maintain examination/treatment rooms, including inventory of supplies and equipment
- Prepare and administer oral and parenteral (excluding IV) medications and immunizations (as directed by supervising physician and as permitted by state law)
- Utilize knowledge of principles of IV therapy
- Maintain medication and immunization records
- Screen and follow up test results
- Recognize and respond to Emergencies