

TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
MEDICAL ASSISTANT	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

JOB DESCRIPTION:

Under general supervision, perform administrative, clinical and technical support services for Student Health Services department; provide a variety of direct and indirect services; and perform related work as required.

SCOPE:

The Medical Assistant coordinates multiple services and projects within the department including scheduling meetings, facilitating and coordinating events and trainings; assessing client's needs and making appropriate referrals; maintaining patient educational handouts and various forms used in clinic; and assists with coordination and implementation of administrative and clinical projects with community-based agencies.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Provides direct client services such as administering first aid to ill and injured students and staff; taking vital signs, collecting and processing lab specimens and performing other authorized clinical tests and procedures.
2. Refers individuals to appropriate departmental employee or outside department or agency for health and/or psychological services as required.
3. Acts as liaison to outside agencies to facilitate implementation of services and programs.
4. Assists in quality assurance activities including development and maintenance of departmental procedures.
5. Prepares reports, memos, takes minutes, disseminates informational packages to committee members; orders and maintains supply inventory.
6. Schedules and coordinates meetings and room arrangements, assists Director with preparation for meetings.
7. Schedules short-term, non-continuing employees at multiple sites.
8. Responsible for student assistants and short-term, non-continuing employees' timesheets data entry into department recordkeeping system.
9. Serves as a technical resource to staff for department's computerized informational database, and may train others in this area.
10. Researches, analyzes and reports information to other organizations as needed, including coordination of any third party reimbursement billing.
11. Prepares clinic examination rooms and lab for daily use.
12. Maintains employee annual requirements records.
13. Supervises and trains students and short-term, non-continuing (STNC) employees; directs the Medical Assistant Interns within the department.

EMPLOYMENT STANDARDS

ABILITY TO:

Organize and coordinate completion of multiple projects and research regulations related to an ambulatory care clinic; assist in providing both basic and primary health care to individuals; work with multi-disciplinary team to deliver health related services; communicate effectively in English individually and in groups with a diverse population in meeting health related needs and about a variety of health related topics; collect and process laboratory specimens; apply principles of infection control; follow standard guidelines for records management; supervise student assistants; make appropriate referrals and facilitate access to both private providers and community health resources; maintain cooperative working relationships; maintain a confidential work environment; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Medical terminology; campus departments and services, and community health resources; HIPPA, OSHA and CLIA regulations; basic front and back office procedures in an ambulatory care clinic; health information management systems; operation of personal computer including word processing and spreadsheet tools.

Preferred additional knowledge: Understanding of Title XXII and other health clinic related regulations.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from a medical assisting program at an accredited institution and/or California Certified Medical Assistant-Administrative/Clinical (CCMA-AC).

Experience:

Related experience in a health care setting.

Preferred:

- Working with electronic medical records.
- Bilingual (English/Spanish).

LICENSE OR CERTIFICATE:

Must possess proof of current First Aid and CPR certification.

SPECIAL REQUIREMENTS:

Must be able to perform full range of motion activities, such as, but not limited to, walking, standing, lifting (up to 50 lbs. unassisted), or climbing while performing duties. Must be able to use touch, sight, and hearing in performing physical assessments. Must be able to work safely in an environment requiring exposure to biological conditions that may be unhealthful or hazardous.