



Clínica Msr. Oscar A. Romero Community Health Centers

**Clinica Msr. Oscar Romero
Job Description**

Position Title: Medical Assistant
Department: Medical
Position reports to: Registered Nurse
Send us your resume to: jobs@clinicaromero.com

Position Summary:

Under direct supervision, determine reason for patient's visit; assist with minor surgical/diagnostic exams; assist patients to understand recommendations given by their health care providers; performs patient care functions; post patient's information to medical records; answer and screen medical calls; provide support in planning continuity of treatment.

Responsibilities:

- Take and record vital signs; report abnormal findings to provider.
- Perform: venipuncture; EKG; apply/remove dressings and bandages; collect non-invasive specimens from both adults and children; assist patient in ambulation/transfer; perform simple lab test; read PPD skin tests; perform visual acuity/audiometric screening; perform finger sticks; obtain throat swabs; perform ear lavage; administer medication/vaccines as per CMOAR policy/ procedure and scope of practice including Pulmoaid.
- Document reason for patient's visit.
- Observe signs, symptoms and reactions and report unusual conditions as appropriate.
- Prepare consent forms as needed and required.
- Administer and document treatments as per policy and procedure.
- Maintain laboratory logs.
- Collect and label specimens; prepares appropriate lab slips with 100% accuracy.
- Prepare/assist the provider with examination and/or procedures.
- Provide patient/family education related to treatment and after care according to policy and procedures. Explain all procedures and treatments to patient prior to their performance. Assure patients/family's understanding by obtaining verbal feedback or return demonstration.
- Adhere to infection control practices: Universal Precautions; Hand Washing; Sterile/Aseptic technique.
- Mathematical skills: add, subtract, multiply and divide.
- Respond to emergency situations according to established policies.
- Demonstrate knowledge in proper use of equipment and emergency procedures.
- Maintain a safe, clean work area.
- Maintain and observe ergonomics safety precautions.
- Promote cost effectiveness by utilizing equipment and supplies in an efficient manner.
- Maintain established stock levels in assigned areas.

Pico-Union/Westlake: 123 SOUTH ALVARADO ST., LOS ANGELES, CA 90057. TEL: 213 989-7700, FAX: 213 989-7702
Boyle Heights/East Los Angeles: 2032 MARENGO ST., LOS ANGELES, CA 90033. TEL: 323 987-1030, FAX: 323 221-4528
Email: developmentinfo@clinicaromero.com **Website:** www.clinicaromero.com





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- Learn and use current MIS system.
- Adhere to HIPPA guidelines.
- Discharge and arrange follow up appointments.
- Document pertinent patient data.
- Assure timeliness of services rendered to patients.
- Assist with translation when necessary.
- Assist Pharmacy Clerk, LVN and D.O.N. with monthly check medication expiration in the dispensary.
- Generate and route data forms to appropriate destination (billing, medical records, etc.).
- Review super bill forms.
- Organize time and promotes team effort.
- Maintain current CPR
- Perform clerical duties as assigned.
- Attend in-services and/or trainings.
- Ability to lift/move up to 15 pounds.
- Other duties as assigned.

Observes CMOAR policy/procedures regarding conduct in the work place:

- Observe regulations on time card use and reporting
- Maintain attendance as per policy.
- Maintain a clean and safe work area.
- Observe Fire and Safety policy and procedures.
- Observe general Safety/Employee Health policies and procedures.
- Maintain a current annual health screening.
- Observe CMOAR Appearance/Dress standards
- Maintain the privacy and confidentiality of both client and employee with regard to medical records.
- Display clearly visible identification.
- Treat all patients with respect and dignity and adheres' to the Patient's Bill of Rights.
- Treats all employees with respect and dignity in accordance to non-discriminatory policy and procedure.
- Treat all employees/clients in a courteous and professional manner.
- Conduct only work related conversations when clients are waiting for service.
- Does not discuss other staff members, policies, problems or medical care in public areas of the clinic.

Qualifications/Requirements:

- Medical Assistant certification
- One-year experience in related field.
- CPR certification
- High School graduate or equivalent
- Basic computer skills
- Bi-lingual English/Spanish

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- Flexible hours
- Willingness to travel (if applicable must have current driver's license and vehicle insurance).

Clinica Msr. Oscar A. Romero is an Equal Employment Opportunity Employer

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