

## LOWER UMPQUA HOSPITAL JOB POSTING

<b>Position</b>	<b>Certified Medical Assistant</b>
<b>Department</b>	Dunes Family Health Clinic
<b>Status</b>	Full-Time
<b>Post Date</b>	October 1, 2020
<b>Date Available</b>	October 8, 2020
<b>Close Date</b>	none

**BRIEF NARRATIVE DESCRIPTION:** The Certified Medical Assistant works with the assigned physician to provide cohesive and seamless care to patients. This includes, checking patients in, obtaining pertinent health and social histories, medication documentation, teaching, and follow-up. The medical assistant will also arrange for lab and any diagnostic testing, referrals, or social support appointments.

**ESSENTIAL DUTIES:**

- Patient assessments, counseling and education.
- Procedure scheduling.
- Screens, routes and assures timely follow through of all lab and test results.
- Provides concise communication of patient medical problems and questions to the physician.
- Communicates and reinforces physician instructions to patients.
- Interacts in a positive, supportive, professional manner with physicians.
- Assists with review of patient charts for completeness prior to appointments.
- Assists with referrals and authorizations as needed.
- Accurately takes and records vital signs.
- Accurately documents pertinent medical data collection.
- Performs ancillary patient services per protocol.
- Notates billable procedures and supplies provided used during the patient visit.
- Calls, rooms and preps patients for appointments as needed.
- Provides assistance for minor procedures.
- Coordinates patient procedures scheduling and education with the hospital.
- Assists with accurate medical necessity diagnosis coding for diagnostic testing.
- Adheres to all hospital and clinic policies and procedures.
- Interacts with the public and staff in a professional, courteous and supportive manner.
- Maintains a safe, neat and clean work environment.
- Provides secondary support for the triage nurse as needed.
- Performs other duties as assigned by the manager.

**QUALIFICATIONS:**

- Certified Medical Assistant
- Basic medical assisting skills and/or certification.
- Current CPR certification.
- Excellent computer skills.
- Ability to operate clinical and office equipment.
- Excellent verbal communication, reading and math skills required.
- Communicates problems, follows problem solving processes.

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