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JOB DESCRIPTION

Position: Medical Assistant - Certified

Supervisor: RN Clinic Manager

Job Classification: Regular Employee; \$16-\$19/hour, Non-Exempt

Hours of Work: Monday through Friday: 8 AM to 4 PM

Job Summary: The Free Clinic of SW WA is in need an experienced bilingual Medical Assistant who performs a combination of administrative and clinical task. We are looking for a professional who believes that patients should be treated as people and who understands the value of compassionate service. The job includes significant amounts of multi-tasking, but the ideal candidate will know when to slow down, look patients in the eye and provide personalized service.

Responsibilities:

- Verify patient information by interviewing patient, recording medical history, confirming purpose of visit.
- Prepare patients for the health care visit by directing and/or accompanying them to the examining room or through telehealth.
- Perform preliminary physical tests; take blood pressure, weight, and temperature; report patient history summary.
- Secure patient information and maintain patient confidence by completing and safeguarding medical records; completing diagnostic coding and procedure coding; keeping patient information confidential.
- Counsel patients by transmitting physician's orders and questions about additional follow up appointments, lab tests, or imaging.
- Educate patients by providing medication and diet information and instructions, answering questions.
- Schedule follow up appointments
- Complete records by recording patient examination, treatment, and test results
- Be able to locate and assists with community resources for services that are not provided by the Free Clinic.

Qualifications and Skills:

- Graduate of an accredited MA program
- Spanish bilingual strongly preferred
- 2 or 3 + years' experience in medical scheduling with an EHR
- Ability to prioritize task based on importance

- Excellent communication and problem-solving skills
- Familiarity with Microsoft Office suite
- Scheduling experience with athenaNet EHR preferred
- Ability to work in a team-based environment
- Knowledge of HIPAA regulations
- Knowledge of medical terminology is a plus