Job Postings:

Primary Care- Phelan & Big Bear Locations

Certified Medical Assistant Full-Time

Pay: $23.00 - $24.00 per hour

Job description:

The Certified Medical Assistant in Primary Care is responsible for performing essential support to our licensed provider, assisting in delivering exceptional care to our young patients and their families. Your responsibilities will encompass a blend of clinical, technical, and administrative tasks, all performed in accordance with State regulations.

- Obtain patient medical history, medication list, and vital signs and accurately document data in the patient's electronic health record (EHR).
- Performs clinic front desk duties, including but not limited to, answering incoming telephone calls, obtaining and/or verifying patient information, patient check in/out, coordinating, and facilitate accurate patient appointments as needed for coverage.
- Clean and disinfect exam rooms after patient examination.
- Prepare treatment rooms for patient examinations. Ensure that rooms are adequately stocked with applicable medical supplies.
- Perform routine specialized procedures, such as, but not limited to: venipuncture, catheterization, and sterile dressing changes within scope of practice and in accordance with departmental policies and procedures.
- Maintain appropriate inventory of medication and other medical supplies. Order and replenish items as needed.
- Participate in quality control activities which include maintaining all office files and logs as requested, including, but not limited to: Medication outdate check, refrigerator check (for temperature), oxygen, cold sterilization fluid change, etc.
- Provide instructions and education to patients as directed by the Provider.
- Document Provider orders in patient's EHR and facilitate referrals for other services/care as requested by the Provider.
- Process prescription orders and refills as directed and authorized by Provider.
- Document diagnostic and treatment requests within the patient's electronic medical record and other applicable systems as requested by the Provider.
- Assist with gathering information to comply with star measures, HEDIS, and all other guidelines

- Administer medication, as ordered by the Provider, following the established policies and procedures and in accordance with the six rights of medication. A licensed provider must verify correct medication and dosage prior to administration by the Medical Assistant. Documents all medications administered in patient's electronic health record (EHR).
- Perform other duties as assigned.

Qualifications:

- Education: High school graduate or its equivalency.
- Education: Graduate of an accredited medical assistant program.
- Certification/Licensure: Certified Medical Assistant (CMA) Certification through CCBMA or NCCT.
- Experience: 1 year of healthcare experience, preferred.
- CPR and first aid certification within 60 days of hire.
- Bilingual, preferred.
- Ability to communicate effectively with individuals within all levels of the organization, providers, patients, patient family members, and others.
- Ability to utilize computers, computer software/applications, and Microsoft Office applications (Excel, Outlook, PowerPoint, Word, etc.) with basic - intermediate proficiency.
- Driving: Current California driver's license and proof of auto insurance.