

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Onsite Employee Health and Wellness Medical Assistant **Department:** Onsite

Grade G
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: August 2021

Reports To: Onsite Employee Health and Wellness Clinic Manager and Assistant Clinic Manager

Purpose of Job

Performs any combination of duties under the direction of clinical supervision from Onsite Administration; assists in examination and treatment of both adult and pediatric patients. Supports Onsite Administration in all office and clinical functions of the clinic. Assists the Lab Tech / Referral Specialist with necessary tasks for patient care. Assists the Onsite Infusion Nurse with assigned clerical duties.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Greets patients in a polite and professional manner.

Maintains clinic in a safe and comfortable clinical environment for patients, guests, and employees.

Monitors schedule to minimize patient wait times.

Interviews patients to obtain appropriate medical information, and measures vital signs- includes such items as pain assessment, pulse rate, temperature, blood pressure, height, weight and any preliminary physical tests; records information on patients' electronic medical record. Records patient medical history; confirming purpose of visit. Reports summary of patient history to NP / PA / MD as necessary.

Completes all direct nursing care "due" at the time of patient visit to ensure compliance under the supervision of the NP/ PA / MD.

Performs visual acuity testing and hearing tests as ordered by the Medical Provider.

Assists the treating Medical Provider to perform functions required for patients seeking DOT certificates.

Operates electrocardiograph (EKG) and other diagnostic equipment to administer routine diagnostic test and treatments.

Gather supplies and perform rapid laboratory testing as ordered by PA, NP, and MD. Collects lab specimens from patients for testing, including but not limited to urine, blood, and sputum; performs routine laboratory tests on these specimens as needed. Performs rapid urinalysis, RSV, mono, strep, and flu testing and provides analysis information to the Medical Provider.

Gathers supplies needed and performs / assists with medication administration per NP/ PA / MD orders, using the proper route, such as oral, topical, sublingual, invasive, etc. This includes emergency medication administration.

Submits all received laboratory results to the assigned Provider, ensuring immediate report of panic values. Contacts patients with lab and imaging results under the direction of the NP / PA / MD.

Prepares and restocks treatment rooms for examination of patients; cleans examination rooms between patients.

Inventories and orders medical/office supplies and materials. Discards and disposes of expired items and medications accurately.

Safeguards and secures medical records to maintain patient and employee and confidentiality.

Assists the Lab / Referral Nurse in scheduling patient appointments and appointments for imaging, performs referrals to specialists, and scans received reports/results into the patient's electronic medical record. Contacts patients with necessary follow-up information per the Medical Provider's instructions.

This person can assist the Front Desk staff in answering telephones and provides patient information/messages to patients and/or medical staff under the guidance of the LPN / RN / NP / PA / MD.

Administers vaccines to all stakeholders as necessary; including but not limited to pediatric, adult and geriatric vaccinations.

Repeats patient instructions from ordering Providers about medication and special diets, as ordered by the treating NP / PA / MD. This person can relay information to patients about medication and special diets, as outlined by the treating NP / PA / MD. Information

can be sent via verbal or written route or by secure text to patient by means of using the electronic medical record.

Performs / Assists in change of dressings, cleans wounds and incisions, laceration repair, wound bandaging, and removal of sutures as instructed by the treating Medical Provider.

Schedules imaging ordered by Medical Providers, to include electronic filing of orders when necessary, along with receiving and processing STAT orders and obtaining prior authorization of those orders when necessary.

Scans received imaging and referral reports/results into electronic medical record. Contacts patients with necessary follow-up information per the Medical Provider's instructions.

Inputs immunizations into the electronic state database.

Facilitates STAT referrals to specialist as ordered by PA, NP, or MD.

Gather supplies needed and be able to perform/assist with venipuncture. Uses each of the following methods (butterfly collection, standard needle, and syringe draw) depending the patient's access capability. Also performs / assists MD, PA, or NP with specimen transfer for specialized venous testing.

Gather supplies needed and be able to perform/assist with stool sample collection, for the following but not limited to following: C & S, C. diff, and Eco Pak. Also utilizes collection of body tissues needed for culture collection- not limited to but including viral, wound, and throat culture.

Assists MD, PA, and / or NP with cryotherapy related procedures.

Assists MD, PA, and / or NP with procedure for skin tag removal.

Assists MD, PA, and / or NP with wart removal procedure.

Gather supplies needed and be able to perform/assist with pathological/histologic specimens as identified and ordered by MD, PA, or NP.

Records all Onsite refrigerator and freezer temperatures on the appropriate log document form and ensures proper compliance while reporting all temperature excursions promptly to Onsite Administration.

Dons PPE for patients with measures requiring implementation of proper protective equipment, including but not limited to patients with COVID symptoms.

Performs COVID testing for patients as needed. Reports all Onsite COVID testing results to Tennessee Department of Health and Montgomery County Health Department.

Updates COVID results from Onsite Employee Health & Wellness clinics in the internal spreadsheets.

Administers COVID vaccination to all qualifying patients as ordered by the MD, PA, or NP.

Documents time and treatment amounts and any other pertinent information in patients' electronic charts.

Assists Medical Providers with emergency patient care.

Gathers supplies needed and be able to perform ear lavage to patients as ordered by the Medical Provider.

Gather supplies and perform subcutaneous, intradermal, and intramuscular injections as ordered by PA, NP, or MD.

Gather supplies and perform / assist with treatments ordered by PA, NP, or MD- both invasive and non-invasive. These include foreign object removals, pap smears, rectal exams, wound irrigation, STI testing via urine specimens and / or vaginal / urethral collection, Hemocult testing, etc. Also assists the Medical Provider in maintaining a sterile field while providing instrument retrieval at the request of the Medical Provider.

Gathers supplies needed and able to assist the treating Medical Provider with the stabilization of joints and orthotic needs.

Performs finger, small and large limb splinting per the treating Medical Provider's orders.

Provide patient with educational material as needed.

Administers oral and injectable medication per NP/ PA / MD orders.

In the absence of the Lab / Referral Nurse, can assist with administration of allergy shots to patients per the outside allergist orders. Will also administrate peak flow testing to these patients, as ordered. In those instances, it may be necessary to provide the allergist office with the necessary copies of shots administered at Onsite by faxing information to them. Can also assist with reordering allergy medications when medication is determined to be at a low status.

Operates electrocardiograph (EKG) and other diagnostic equipment to administer routine diagnostic test and treatments.

Maintains current certificate in Basic Life Support by either AHA or American Red Cross.

Prepares and restocks treatment rooms for examination of patients; cleans examination rooms between patients using OSHA guidelines for guidance.

Transmits prescription orders and refills for patients as directed by NP / PA / MD.

Promptly and thoroughly reports any possible violation of Onsite clinic policies or possible legal / license infractions involving clinical staff members to Onsite Administration for resolution.

Follows all legalities of laws and ethics relating to medical assisting practice, as expected for Medical Assistants.

Maintains current certification as a Certified or Registered Medical Assistant as recognized by the AAMA or the ARMA.

Performs other duties as delegated by RN or LPN in Onsite Administration. Performs any other function as delegated by Clinic Manager, Assistant Clinic Manager, or Onsite Administration.

Additional Job Functions

Performs other duties as required and any other tasks delegated by Onsite Administration.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must be a current Certified or Registered Medical Assistant as recognized by the American Association of Medical Assistants or the American Registry of Medical Assistants and is also a graduate of a Medical Assistant program of an approved state agency
- OR
- Is a graduate of an accredited Licensed Practical Nurse or Registered Nurse program, with a current TN state licensure (or compact state licensure).
- Maintains current certification in Basic Life Support by either the AHA, or the American Red Cross.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduate of a medical assistant program of an approved state agency. Preferably is a current Certified or Registered Medical Assistant as recognized by the American Association of Medical Assistants or the American Registry of Medical Assistants.

Current certification in Basic Life Support by either the AHA, or the American Red Cross.

KNOWLEDGE OF JOB

- Excellent verbal/written communication and interpersonal skills.
- Excellent computer skills; knowledge of Microsoft Office, including Word, Excel, Access, Outlook, and PowerPoint.
- Previous clinical experience in primary care office preferred.
- Excellent phlebotomy skills and lab specimen processing.
- Knowledge in minor office procedures, such as biopsy, lesion removals, pap smears.
- Ability to work with Onsite Administration- MD, PA, NP, RN, or LPN supervision.
- Ability to make recommendations to effectively solve problems, using judgment consistent with Medical Assistant standards, practices, policies, procedures, regulations, and/or government law.
- Ability to focus on details, handle multiple tasks, and remain highly organized in a fast-paced environment.
- Ability to adapt to change and implement new policies / procedures- please note that change is often and implemented when necessary at Onsite Employee Health and Wellness.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as computers, printers, copier, calculator, telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Must be able to lift and/or carry weight of forty to sixty pounds. Must be able to respond quickly to emergency situations in the workplace. Physical demand requirements are at levels of those for medium to heavy work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether

similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job Onsite Employee Health and Wellness Medical Assistant. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice. Requires knowledge of standard medical terminology and abbreviations.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to clinic guidelines for Onsite Employee Health and Wellness.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment and medical equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have eye/hand coordination sufficient to administer medications to include insulin, injectable medication, eye drops, and oral medication.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, the general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date