



Metro Community Health Center



Medical Assistant

Metro Community Health Center extends great benefits to our eligible employees.

MCHC current benefits are:

- MCHC pays 100% of the employee premium for UPMC Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 12 paid holidays
- 401k with a 4% match

POSITION SUMMARY

This position is responsible for the daily clinical support of the medical model for the delivery of primary care to the patients and families of Metro Community Health Center. Additionally, this position is responsible for productive and efficient operations of the department through timely and attentive clinical support to the leadership within the medical model.

PRIMARY ACCOUNTABILITIES

- Ensure safe, productive, and efficient operation of the clinic assigned through timely and attentive administrative and clinical support (as authorized or licensed)
- Perform duties including, but not limited to, vital signs, assisting the providers with procedures, providing patient education, conduct in-office testing to include; urine pregnancy screen, urine dip, rapid strep, laboratory tests, pregnancy tests, fecal occult blood, and HIV screening, lead testing, immunizations and other injections, as required
- Assist the Clinical Operations Coordinator and Chief Operating Officer with quality assurance, quality controls, inventory of clinical supplies, and maintenance of clinical supplies.
- Ensure all patient records and related documents are managed and maintained timely, accurately, and consistent with all HIPAA and related regulations and requirements
- Ensure all tasks provided and associated with patient care, patient administrative processes,

and related duties complies with all regulatory and accreditation standards, as well as clinic policies and procedures

- Ensure that OSHA/CLIA Standards are maintained according to policies and procedures
- Sterilization and cleaning of surgical instruments according to policies and procedures
- Understand the VFC program and properly document given vaccinations in PA-SIIS and in the electronic health record
- Maintain refrigerator temperatures, records temperatures twice daily, documents of temperature logs, and works collaboratively with Clinical Operations Coordinator and VFC offices
- Telephone triage of all calls within the department
- Maintain a clean work environment (within exam rooms, desk space, etc.) at all times
- Maintain appropriate use of fax machine, copier, computer, and company phone as directed
- Other duties and tasks, as assigned

ESSENTIAL FUNCTIONS

- Maintain patient records and related administrative documentation
- Knowledge and ability to use requisite tools, systems, technology and equipment in the collection of patient data
- Support the clinical operations of the health center, according to policies and procedures
- Utilize computers in the collection, management, and reporting of patient records
- Ability to work with a diverse, sometimes difficult and demanding patient population

REQUIREMENTS

Credentials/Experience

- High school diploma or equivalent
- Successful completion of a medical assistant course, including phlebotomy & injections
- Significant knowledge of medical practices and procedures in a primary care environment.
- Demonstrated success and experience with direct patient services (e.g. phlebotomy) and the proper knowledge and use of medical devices and equipment
- One year of medical assistant experience required

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Additionally, hazardous conditions may include possible exposure to airborne and blood borne pathogens, hazardous materials, eyestrain, stress, and repetitive motions.