



JOB DESCRIPTION

Job Title: Certified Medical Assistant III (CMA III)

Department: Medical

Reports to: Clinic Director

Position Summary: The Certified Medical Assistant III (CMA III) performs basic administrative, clerical (front office) tasks and routine medical (back office) tasks and procedures under direct supervision of a licensed professional in the medical office. The CMA III will assist the medical providers and nursing staff and may perform within the scope of practice of a medical assistant to include placing patients in exam rooms, collect and record patient data including medications, height, weight, and vital signs, pain rating, fall risk, prepare patients for clinician evaluation, apply and remove dressings, give injections, and other similar procedures.

Qualifications and Requirements:

1. Certification Required:
 - Must have received current certification through one of the ND Board of Nursing approved agencies.
 - Must have registered as a Technician and Medication Assistant III with the ND board of Nursing.
 - Must have received medication administration training through an in-person clinical component to prepare the CMA to administer medications in their role as a CMA III.
 - Current BLS CPR certification.
2. Minimum Qualifications:
 - A High school diploma or equivalent.
 - Previous experience working as a Medical Assistant and within a community clinic is strongly preferred.
 - Must be able to speak and understand English.
 - Minimum of 18 years of age.
3. Specific Requirements:
 - Positive attitude toward patients and coworkers.
 - Ability to adjust daily schedule as needed.
4. Physical Requirements:
 - Must be able to move intermittently throughout the workday. Must be able to stoop, turn, bend, stretch, crawl, kneel, reach overhead, and be able to lift, push, pull and move a minimum of fifty (50) pounds.
5. Working Conditions:

- Works throughout the clinic area. Subject to frequent interruptions involving patients, personnel, visitors, government agencies. Is subject to exposure to infectious waste, disease, conditions, etc., including HIV, Hepatitis B (HBV), and Hepatitis C (HVC).

Essential Duties and Responsibilities:

1. Assist with the initial admission of patients to the clinic, going over medical records request with patient and assisting provider by gathering health information (personal history, personal social history, family history, medications and allergies) for the provider.
2. Take routine vital signs of patients, including temperature, pulse, respiration, blood pressure and pulse oximetry.
3. Facilitate medication refills (phoning prescriptions or by electronic submission) to pharmacies after provider has reviewed and approved them.
4. Assist with paperwork related to prior authorizations or referrals.
5. Performing routine lab tests in clinic setting consistent with training and clinical policies (i.e. urine dipstick, urine pregnancy, finger-stick blood glucose, rapid strep, rapid influenza A, B swab collection) and document results if test completed within the clinic.
6. Perform skin tests (tuberculin) but may NOT interpret results.
7. Administer injections, immunizations, and oral medications as ordered by the provider and document appropriately in the patient chart.
8. Perform visual acuities, hearing screening (whisper test), and nebulizer treatments as directed by a provider.
9. Prepare patients for examination or procedures including positioning, draping, shaving, and disinfecting treatment sites.
10. Collecting and labeling specimens brought to the laboratory.
11. Set up appropriate procedure trays for providers
12. Obtain consents for procedures including patient sign consent forms.
13. Assist provider with procedures, minor excisions/biopsies, sutures, pap smears, pelvic exams and ear lavage.
14. Assist in removing sutures or staples from superficial wounds directed by provider
15. Assist in removing casts, splints, and other external devices as directed by a provider and within scope of practice.
16. Applying and changing basic dressings (basic or simple dressings only include the application of ointment, telfa, 4x4s and cotton wrap to minor wounds and changing old dressing only after the provider has made an assessment).
17. Coordinating and scheduling appointments for patient flow and follow-up as well as monitoring daily schedule for potential facilitation of urgent and walk-in-care, as needed.
18. Review provider instructions with patients regarding home care and return visits.
19. Taking and documenting messages or documenting patient complaints only – NOT triaging. (Triage is the screening and classification of ill or injured patients to determine their medical needs).
20. Documenting and maintaining the Inventory/Outdates and patient logs for medication (samples), Private and VFC vaccines. Performing (monthly) checks for outdates stocking and reconciliation of inventory. POC testing for Quality (glucose monitor) and documenting in log.
21. Checking biohazard waste/sharps containers as needed for disposal.
22. Administering oxygen therapies per mask or nasal cannula as prescribed/directed by a provider.
23. Administering prescribed drops to nose, eye, and ear as directed by a provider.

- 24. Applying antibiotic ointment to the inside of the lower eyelid as directed by a provider
- 25. Employee Safety: Safely performs all duties and follows required protective protocols to ensure personal safety as well as the safety of others.
- 26. Safety: Responsible for ensuring that all duties, responsibilities, and operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- 27. Uphold the mission of Mountrail County Health Center.
- 28. Other duties as assigned by Supervisor.

Employee Signature

Date