

Job Description for Medical Assistant (MA)

MA Daily and Ongoing Tasks:

- Arrive 30 minutes prior to clinic opening, check rooms to ensure they are clean, stocked, and ready for patients.
 - Ensure women's health rooms are set up for pap exams and equipment needed is available.
- Look at daily schedule, and pull charts on previous patients, make new charts for new patients.
- Stocking supplies in rooms and lab and notifying head RN when supplies are low and need to be re-ordered.
- Request and send patient charts to outside facilities as requested/needed
- Perform all aspects of patient care duties:
 - Take patients from waiting room to complete VS and intake.
 - Perform all Point of Care testing (urine, strep, HCG, etc.) and bedside glucose testing.
 - Perform ECG testing.
 - Assist physicians as needed as a chaperone or for a procedure.
 - Perform all phlebotomy.
- Process all lab requisitions and record for blood, pap testing, STD testing, and any other samples, swabs or cultures sent out to Labcorp.
- Collect and organize all labs, ensure correctly labeled and placed in box (including any labs that are refrigerated/frozen) and call lab for pick up, place lab box outside.
- At the end of the day, clean and organize clinical area:
 - Empty all biohazard trashcans and place in biohazard waste in closet.
 - File all patient charts and items to go into charts and ensure they are labeled and placed in the drawer at the end of the day.

Required: Must be bilingual in Spanish and English