

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT	
JOB DESCRIPTION	

Job Title:	Medical Assistant	Range:	34
Date Revised:		Date Approved:	November 27, 2007

PRIMARY PURPOSE

This position is responsible for performing basic patient care functions to assist medical professionals with the examination and treatment of patients and related clerical functions to support the efficient operation of a college Health Services Center.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Obtains limited information from patients as to reason for visit, symptoms, etc; charts patient information.
2.	Obtains patient vital signs such as temperature, weight, blood pressure, and pulse.
3.	Prepares patients for examinations and procedures; explains treatment procedures.
4.	Assists medical professionals with patient examinations and procedures; performs simple medical procedures and other clinical functions as directed by medical professionals; gives injections under the supervision of a medical professional.
5.	Maintains examination rooms and laboratory by cleaning and setting up equipment, keeping rooms stocked with supplies, and preparing examination tables; orders supplies as needed within established guidelines and prepares purchase requisitions.
6.	Schedules patient appointments and referrals.
7.	Performs a variety of specialized technical clerical duties to support office functions such as assisting in the completion of insurance claim forms, updating and filing patient records, and maintaining files, reports and logs.
8.	Provides instruction and assistance to patients
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Medical Assistant maintains frequent contact with various District departments and personnel, faculty, students and the public.

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EDUCATION AND EXPERIENCE

High school diploma or equivalent;

Certificate of completion from an accredited medical assistant program;

Current CPR, AED, First Aid certificate;

Current injection certificate;

Minimum of one year of work experience performing medical assistant duties in an outpatient facility under the supervision of a licensed physician or designated clinical staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of basic laws and regulations pertaining to health services

Knowledge of first aid and emergency health care

Knowledge of medical terminology and practices

Knowledge of infection control procedures and sterile techniques

Knowledge of procedures and techniques involved in administering routine treatments to patients

Knowledge of sanitation, personal hygiene and basic health and safety precautions applicable to work in a clinical setting

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of applicable computer software applications

Ability to obtain patient health histories and vital signs

Ability to operate blood pressure cuff and stethoscope

Ability to perform clinical venipuncture and injections

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

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SPECIAL REQUIREMENTS

A valid California Driver's License

TRAINING REQUIREMENTS

Bloodborne Pathogens

CPR and First Aid Certification

AED Certification

WORKING CONDITIONS

Medical office environment; subject to exposure to biological conditions which may be unhealthful or hazardous (such as bodily fluids, blood and blood products, communicable diseases, toxic or caustic chemicals, and sharp objects; requires lifting and assisting injured patients, bending and standing; subject to constant interruptions and frequent interaction with others; repetitive use of upper extremities including hand coordination activities.
