**JOB DESCRIPTION**

Job Classification: Medical Assistant Apprentice

Reports to: Administrator of Nursing, Regional Administrator, and Assigned Coach

Supervises: None Last reviewed: 02/17/2021

POSITION PURPOSE:

Improve the overall health of the communities we serve by learning to manage patient care at assigned medical clinic through apprenticeship program and by following all requirements of the program.

MINIMUM QUALIFICATIONS:

**Education:** High school graduate or equivalent. Enrollment in the Washington Association for Community Health (WACH) Medical Assistant Training Program.

**Licensure/Certification:**  Current CPR certification

**Experience:** none

**Equipment/Skills:** Excellent customer service, oral and written communication skills. Compassion for patients is required. Must be able to work well in team environment. Ability to multi-task in fast-paced work environment, with ability to anticipate future needs. Basic computer user skills. Medical terminology and accurate spelling ability.

**Physical demands:** Medical Assistants are required to sit, stand, and be mobile one-third to two-thirds of the time. Required to use hands to finger, handle or feel over two-thirds of the time, as well as reach with hands and arms. Climbing or balancing occurs less than one-third of the time; while stooping, kneeling or crouching occurs between one-third and two-thirds of the day. Communicating by talking/hearing occurs over two-thirds of the day. Amount of time spent lifting or exerting force is about 50% for up to 10 pounds and less than one-third time up to 25 pounds. Rarely is there a need to lift more than 26 pounds.

**Status Classification:** Hourly

PRIMARY JOB RESPONSIBILITIES:

1. Shadows Medical Assistant- Certified coach per WACH guidelines.
2. Completes WACH course work and follows all requirements of program.
3. Greets patients and escorts to exam room; informs patient of time delays throughout visit.
4. Prepares patients for provider; anticipates needs of provider to maintain efficient patient flow.
5. Performs phlebotomy and laboratory procedures as directed by provider.
6. Performs and documents immunizations.
7. Ensures exam rooms are clean, stocked, and ready for patients.
8. Cleans, prepares, and sterilizes instruments.
9. Assists provider with procedures, exams, and patient education.
10. Assists with prescription refills under the direction and authorization of provider.
11. Manages appropriate patient referrals and required documentation.
12. Observes and follows required safety protocols, including handling and disposal of sharps, use of personal protective equipment, exposure to blood borne pathogens, and general safety of employees and patients.
13. Answers telephones, schedules patients, and supports care team members.
14. Performs other related duties as assigned. Standards:
    * Follows guidelines established at time of assignment.
    * Accepts assignments willingly.
    * Prioritizes workload to ensure timely completion of assignment.
    * Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description, and agree with it.

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Employee Signature Date

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Supervisor Signature Date