



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

Certified Medical Assistant

REPORTS TO: Medical Department Supervisor

SUMMARY

Medical Assistants perform routine administrative and clinical tasks to help keep the office and clinic of the prenatal care program running efficiently.

ESSENTIAL FUNCTIONS

- Review client files and assess clients for the Values Pregnancy Program
- Prenatal Care Screening - review initial medical paper work, review requirements of program and obtain patient consent.
- Pull client file, copy all previous ultrasound scans related to the pregnancy, and establish EDC; Create the client's prenatal care file for first visit with Provider
- Answering phones, greeting patients, processing patient records and scheduling all appointments related to the patient's care.
- Discuss and assist the client in obtaining insurance/Medicaid
- Responsible for the laboratory process; ordering supplies, preparing lab values for review by the Provider/RN
- Keep and update VPP Active Patient spreadsheet and VPP Discharged /Inactive/ Delivered Patient Spreadsheet.
- Send Discharge letters via Certified Mail
- Upload images as needed for doctor's review and signature
- Weigh patient and obtain BP and record vitals
- Responsible for quality control of the medical lab testing controls, supplies, cleaning, and stocking the prenatal care room with supplies between patients.
- Assist in formulating and implementing prenatal, intrapartum, and postpartum care.
- Collaborate with colleagues and document in medical records and appropriate narrative summaries.
- Provide patient and family education related to prenatal, intrapartum, postpartum, and newborn care.
- Perform and participate in quality/performance improvement activities.
- Participate in and support accreditation, compliance, and regulatory activities of the organization.
- Model professional conduct through appearance, communication, mutual respect, leadership, ethical decision-making, critical thinking, and problem-solving skills.
- Demonstrate responsibility for professional practice through active participation in professional organizations and continuing education.

- Demonstrate an understanding and knowledge of HIPAA Privacy and Security regulatory policies and internal procedures concerning Protected Health Information (PHI) Use and Disclosure.
- All employees are expected to participate in fundraising and volunteer recruitment activities.

EDUCATION AND EXPERIENCE

- Level of Education, Degrees, Licensure, and Certification required by the American Association of Medical Assistants and maintain credentialing and licensing requirements set forth by Women’s Resource Medical Centers of Southern Nevada and the state of Nevada.

SKILLS & QUALIFICATIONS

- An active, growing personal relationship with Jesus Christ as Savior and Lord.
- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- Knowledge of clinical practice standards, normal maternal/fetal growth and development.
- Able to independently seek out resources and solve complex problems.
- Able to communicate effectively with patients, families, visitors, healthcare team, physicians, administrators, leadership, and others.
- Able to use sensory and cognitive functions to process and prioritize information, perform health assessments, treatment, and follow-up.
- Able to use fine motor skills.
- Able to record activities, document assessments & interventions; prepare reports and presentations.
- Able to use a computer and learn new software programs.
- Able to provide leadership in clinical area of expertise and in meeting organizational goals
- Able to withstand prolonged standing and walking with the ability to move or lift at least fifty pounds.
- Able to remain focused and organized.
- The highly effective organization, multi-tasking, communication, negotiation and interpersonal skills.
- Personal, professional and public integrity.
- A “team-mindset” to contribute to and benefit from working together with the whole ministry to fulfill WRMCSN’s mission.
- Must have solid organizational skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and move weights exceeding 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FULL TIME /NONEXEMPT