Certified Medical Assistant
Henrietta Johnson Medical Center - Wilmington, DE
Full-time

Henrietta Johnson Medical Center is a part of a national network of federally funded Community Health Centers that have been serving the community for over 50 years. The mission of Henrietta Johnson Medical Center is committed to increasing access to quality, culturally sensitive and cost effective comprehensive health care services for the under-served, uninsured, and under-insured individuals throughout the community.

The Medical Assistant is to provide assistance to the licensed medical provider. They are to provide safe, knowledgeable, compassionate individualized care to all patients.

Job Responsibilities:

- Greets patients in a friendly, pleasant manner. Escorts them from waiting area to the exam room.
- Prepares each assigned patient for provider examination - performs brief history and physical exam; performs brief history and physical exam; performs other tests/procedures at the direction of provider; e.g., pulmonary function tests, EKG, accu-checks, urine studies, etc.
- Performs basic health screening procedures, including but not limited to vision and hearing screening, fat analysis, blood pressure, temperature, respirations, etc.
- Performs chart review on each assigned patient prior to the appointment
- Prepares exam rooms for use during patient visits
- Replenishes examination treatment room supplies. Informs DOCS of inventory status and keeps a running list of supplies for the purpose of re-ordering. Properly sterilizes and repackages reusable equipment.
- Utilizes available foreign language skills to translate for patients when necessary
- Under the direct supervision of the provider able to effectively administer injections and provide information to patients regarding medication, treatment and/or procedures
- Adhere to policies and procedures for maintaining the confidentiality of medical records to HIPPA
- Assist in the documentation of all injections and other point of care tests, and reporting of results to appropriate clinicians or other appropriate health agencies
- Provides a variety of health related information to patients with direction from the provider
- Adhere to policies and procedures for disinfection and handling of contaminated waste or equipment. Adhering to infectious disease control practices and procedures
- Exercises judgement in making referral to the Director of Clinical Services' able to differentiate between medical non-emergency and emergency situations based on and utilizing required professional training
- Assist the Medical Administrative Assistant with referral requests by providers based on the referral guideline when unavailable and/or on vacation
- Answers the telephone in a courteous and timely manner, and directs calls to the appropriate person
- Performs any other duties within the medical center as requested by the Chief Medical Officer, Chief Executive Officer or their representative

Education and Qualifications:

- High school diploma or required
- Must be a graduate of an accredited Medical Assistant program
- Must have Medical Assistant Certification
- Knowledge of, or ability to effectively learn the medical center's EMR is mandatory
- Good communication skills and flexible team player.
- Electronic medical records experience is preferred.
- Bilingual a plus
Requirements:

Medical Assistant in a physicians office for 3 years and must be a certified MA.

Job Type: Part-time

Experience:

• Medical Assistant: 3 years (Preferred)

Education:

• High school or equivalent (Preferred)

30+ days ago
If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.