

Medical Assistant

Definition:

Under direct supervision of either a licensed physician or podiatrist, or a physician assistant, nurse practitioner, or nurse midwife, under the physician's or podiatrist's written instruction, performs routine, basic medical assistant tasks related to the care and treatment of patients in an outpatient clinic setting.

Incumbents in this class perform basic Medical Assistant duties, in an out-patient clinic setting, which requires interaction with patients, patients' families, and members of the public.

Essential Functions:

- Escorts patients to exam rooms; prepares patients for exam and treatment; takes and records vital signs and other necessary measurements; records chief complaint and allergies;
- Administers immunizations and medications; and performs office testing and treatments, as ordered by the provider; and collects, prepares, and transports specimens for laboratory testing;
- Applies and removes bandages and wound dressings; removes sutures and/or staples from superficial incisions or lacerations;
- Assists provider with exams, procedures, and minor surgeries; and acts as chaperon, as needed;
- Uses universal blood and body fluid precautions at all times and personal protective equipment as needed;
- Applies orthopedic appliances;
- Performs ear lavage;
- Acts as liaison between provider and patient;
- Answers incoming telephone calls, documents all telephone encounters in the medical record;
- Prepares and processes necessary forms for referrals and eligibility;
- Cleans and disinfects equipment, exam rooms, and storage areas;
- Orders supplies and stocks patient care areas;
- Submits requisitions for needed maintenance and repairs;
- Obtains and organizes patient medical records; including lab, x-ray, referral, and other needed reports;
- Performs urine pregnancy testing;
- Performs other duties as assigned.

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent
- Successful completion of an accredited Medical Assistant program
- Possess and maintain a current, clean, and clear American Heart Association Healthcare Provider Basic Life Support (BLS) card. Appointees not possessing the BLS card must successfully complete appropriate training and qualify for the BLS card within sixty (60) days of appointment or employment will be terminated.
- Incumbents must obtain and maintain a clean and clear certification, as a Certified Medical Assistant, through the American Association of Medical Assistants, American Medical Technologists or California Certifying Board of Medical Assistants within one (1) year of appointment or employment will be terminated.
- Some assignments may require: Basic Dysrhythmia certification.

Knowledge of: A variety of techniques, methods, procedures, and equipment utilized in patient care; medical terminology and metric measurement.

Ability to: Utilize patient care techniques, methods, procedures, and equipment; maintain effective relations with medical staff and the public; follow written and oral instructions; react competently in emergency situations; read and record medical terminology and metric measurement; maintain medical records.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.