

North Texas Family Health

Friday, 25 March, 2022

Job Title:	Medical Assistant (MA)/ Nursing Assistant (CNA)	Job Category:	Clinical Medical Assistant
Location:	Van Alstyne Clinic	Job Code:	MA/NA
Address:	980 W Van Alstyne Pkwy	Travel Required:	None
Salary Range:	\$ \$32K - \$37K per year	Position Type:	Full Time
HR Contact:	Richard Templeman FNP-BC	Date Posted:	
Certification(s) and License:	Associates Degree, Diploma, or Certificate	Posting Expires:	
Special Requirement(s)			

Applications Accepted By:

FAX OR EMAIL:

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Fax: 903-712-0060

MAIL:

North Texas Family Health
980 W. Van Alstyne Pkwy
Van Alstyne, TX 75495

Job Description

ROLES:

Medical assistants often provide the first and last impressions of a medical practice to the patient, so they should have excellent interpersonal skills and an ability to communicate effectively with patients and colleagues alike.

Responsibilities:

Clinic Responsibilities –

- Report to provider(s), or office administrator
- Perform nursing procedures under supervision of provider(s)
- Assist provider(s) in exam rooms
- Escort patients to exam rooms, interview patients, measure vital signs, including weight, height, blood pressure, pulse, temperature, and document all information in patient’s chart; reconcile patient’s medications and medical history.
- Give instructions to patients as instructed by provider(s)
- Ensure all related reports, labs and information is collected and filed then made available in patients’ medical records prior to their appointment
- Keep exam rooms stocked with adequate medical supplies, maintain instruments, prepare sterilization as required
- Take telephone messages and provide feedback and answers to patient/provider/pharmacy calls
- Triage and process messages from patients and front office staff to provider(s)
- Maintain all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen, cold sterilization fluid change, etc.)
- All other duties as assigned by provider(s), or office administrator

QUALIFICATIONS AND EDUCATION REQUIREMENTS

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Medical assistants must have knowledge of:

- Healthcare field and medical specialty
- Medical terminology
- Grammar, spelling, and punctuation
- Knowledge of Electronic Health Record Charting (Kareo) would be beneficial
- Exceptional customer service and phone etiquette
- Ability to maintain effective and organized systems to ensure timely patient flow
- The ability to perform phlebotomy, administer injections, and dressing wounds

Education

- High school diploma; some college preferred
- Medical assistant or Nurse assistant certification (if applicable)

PREFERRED SKILLS

- Clinical skills: Knowledge and understanding of various clinical terms, class of medications, diagnostic results, and treatments.
- Communication skills: Verbal and written communication are the most important skills Medical Assistant should possess. Appropriate terminology necessary to communicate with staff or patients, these skills are vital to conveying the message with consistency, clarity and compassion.
- Flexibility: Ability to multitask and prioritize accordingly. Being able work before or after the designated office hours, when necessary. Also having the ability to work with people of differing ages, backgrounds and personalities.
- Collaborative skills: Ability to work with other medical and administrative professionals in a collaborative effort to prevent, maintain, or improve patient health.
- Listening skills: exercise the role of a patient advocate. Being able to build positive relationships with both with patients and within the organization with by paying attention to the details necessary to benefit positive outcomes.
- Time management skills: Being able to schedule your time effectively. Seeing patients quickly and seamlessly. Choosing what topics are necessary for patient care and focusing on them. Managed time allows efficiency among staff and patients.
- Organizational skills: Knowing how to effectively chart EMRs and fill out paperwork and completing expected duties on time.
- Cultural fit: Understands the mission and vision. Being comfortable with gender, age, and cultural diversity among staff, patients, and community.

ADDITIONAL NOTES

North Texas Family Health will be using "in-clinic" diagnostic test equipment, including x-ray, ultrasound, EKG, and hematology labs. Candidates should be willing to learn how to operate and maintenance each.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time