



JOB DESCRIPTION

New Revised Job Title: MEDICAL ASSISTANT I, II & III Supervisor: Medical Director

Department: Clinic Exempt Yes No Level of PHI Security: Limited

Reviewed by: HR Director Date: 11/14/2003 Approved by: Medical Director Date: 11/24/2003

JOB OBJECTIVE

Under the general supervision of the Clinic Charge Nurse, is responsible to assist any of Clinicas' sites in auxiliary patient care. Medical Assistants may have responsibility for small-specialized units under the direction of a Registered Nurse, LVN or Charge Nurse Care Coordinator.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Performs the more responsible auxiliary patient care functions utilizing broad knowledge in the techniques, methods, procedures and equipment required in support of the professional staff. Performs urine tests and dressing changes. Makes patient observations and records unusual conditions or behavior utilizing judgment. Participates in developing nursing care plans, maintenance of patients; records, patient education and other assigned duties. Provides patient counseling, assists in examinations and performs a variety of additional Clinic functions.

Medical Assistant I is distinguished from Medical Assistant II and III by the latter's professional experience and certification.

Medical Assistant II & III are distinguished from Medical Assistant I in the ability to perform efficiently the job responsibility of a Medical Assistant I and by additional medical skills, knowledge and capabilities as follows:

Under the general direction and supervision of the Clinic Charge Nurse, these positions must possess excellent nursing skills as well as documentation abilities. Must be team players, detail oriented, self-motivated and work efficiently and independently with minimal supervision. Must be dependable and reliable with the job responsibilities. Must be able to provide leadership, training and supervision to other medical assistants in the absence of the registered nurse or LVN. Must be able to assume the role of a lead Medical Assistant when necessary along with a variety of other medical assignments. These position levels require a thorough understanding of Clinicas' established corporate policies and procedures as well as the medical services in place. These positions may require frequent rotation among other satellite clinics.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

Medical Assistant I: No formal training, but may substitute 1-2 years work experience in lieu of formal training.

Medical Assistant II & III: Graduation from a certified Medical Assistant program and a minimum of one-year experience.

MEDICAL ASSISTANT I, II & III
PAGE TWO

EDUCATION, EXPERIENCE AND QUALIFICATIONS (Continued)

Broad knowledge and ability to apply a variety of techniques, methods and procedures utilizing required equipment for patient care. Ability to establish and maintain effective relations with nursing and medical staff to follow Clinicas' policies and instructions as given, and the ability to establish and maintain the confidence of patients. Job may require working in various clinics.

Clinicas can modify this job description as deemed necessary in conformance to changes provided by the Medical Board of California, Licensing Program. This program sets laws and regulations relative to the scope of work and training requirements for medical assistants in the State of California. Clinicas shall conform to these laws and regulations at all times.