

SUBJECT:	Southern Peigan Health Center Job Description – Certified Medical Assistant/Lab Tech Phlebotomist Wage: Per Blackfeet Tribal Health Wage Scale Status: Full-time; Permanent	PAGE: 1 OF: 3
SUPERVISOR:	SPHC Clinical Coordinator	EFFECTIVE: 11/27/23
APPROVED BY:	J. St.Goddard, Director	REVISED:

Job Summary:

Provides direct and indirect patient care in the office setting. Provides care that meets the psychosocial, physical and general aspects of care; meets the communication needs of patient and family; provides care that reflects initiative and responsibility indicative of professional expectations, under the supervision of the Registered Nurse and/or Physician. Maintains regulatory requirements, nursing and office policies, procedures and standards. Communicates with physicians and team members about a patient's clinical condition, including results of diagnostic studies and symptomatology. Perform routine medical laboratory tests for the diagnosis, treatment and prevention of disease. Responsible for operation of the laboratory.

Job Specific Requirements:

- Following patients through referral appointments and ensuring compliance with healthcare plans.
- Support staff will also assist nursing staff with patient check-in, patient flow and will fill in when current staff have days off.
- Support staff duties will include, phone encounters to outreach patients to address prescription refills, care contracts and any concerns.
- Provides direct patient care under the supervision of a registered nurse or practitioner, evaluates outcomes, consults with other health team members as required.
- Maintains medical equipment; disinfects and sterilizes instruments after each use and at the end of each shift.
- Maintains accurate documentation, including patient histories, conditions, treatments, responses and assessment of changes.
- Treats patients and their families with respect and dignity. Identifies and addresses psychosocial, cultural, ethnic and religious/spiritual needs of patients and family.
- Maintains current knowledge of medications and their correct administration based on the patient and his/her clinical condition.
- Maintains established medical office and laboratory policies and procedures, objectives, performance improvement program, safety, environmental and OSHA regulations related to safety, cleanliness and infection control standards.
- Maintains a safe, comfortable and therapeutic environment for patients and families in accordance with medical office standards.
- Ensures an adequate stock of supplies and proper functioning of equipment.

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- Perform technical laboratory functions including chemistry, hematology, urinalysis and immunology.
- Report test results following clinic protocols alerting providers and/or nurses about abnormal results.
- Ensure quality control in collecting specimens, ensure appropriate sampling and maintain accurate record keeping.
- Maintain laboratory equipment and supplies. Set up, maintain, calibrate, clean, and test sterility of medical laboratory equipment.
- Ability to travel to other clinic locations for staffing coverage.

Skill Required:

- Cooperates with other staff members to achieve office objectives, and maintain good employee relations.
- Demonstrates an ability to be flexible, organized and function under stressful situations.
- Demonstrates awareness of current state, federal and local laws governing the delivery of care.
- Adheres to dress code, appearance is neat and clean.
- Attends meetings as needed/scheduled.
- Maintains regulatory requirements, including all federal, state, local regulations and accrediting organization standards.
- Maintains and ensures patient confidentiality at all times.
- Excellent communication skills.

Physical Demands:

- Moderate physical activity. Requires handles of average-weight objects up to 25 pounds.
- Physical demands of the position include vision, hearing, repetitive movement and prolonged sitting.
- Work environment involves exposure to potentially dangerous materials and situations that require following extensive safety precautions and may include the use of protective equipment.
- Must be able to work normal weekday hours Monday through Friday from 8am to 5pm and/or evenings and weekends when necessary.

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Regulatory Requirements:

- Graduate of an accredited certified medical assistant program (CMA)
- Current BLS certification
- Certified as a Phlebotomist or Laboratory technician or have an Associate's Degree in related field; State of Montana certification required
- One-year experience in the Medical Assistant related field; recommended. Medical laboratory experience preferred

I am in receipt and acknowledge the stated job requirements as outlined for my position.

Employee Name

Date

Jennifer St.Goddard
Director/Administrator

Date