Job Description
Medical Office Assistant/Certified Medical Assistant

Supervisor: QI Specialist or Site Leader

MOA's typically are assigned to work with one provider; however, each clinical employee is responsible for ensuring an efficient workflow is maintained each day.

Duties include but are not limited to:

- Obtain patient history including chief complaint, social history, history of present illness, AUDIT, DAST, PHQ 9 and other pertinent information
- Take vital signs, measurements, vision and hearing screens
- Perform procedures ordered by physicians including but not limited to tympanometry, pulse oximetry, nebulizer treatments, EKG's spirometry and dental varnishing
- Administer appropriate screening tests based on patient's reason for visit
- Administer and properly log vaccinations
- Send any prescription via E-Rx as directed by physician.
- Administer telephone triage for patients with assistance from lead nurse
- Maintain exam rooms with adequate supplies and clean rooms following patient exam
- Assist medical provider in procedures, patient questions and concerns and maintain efficient patient flow
- Reviews vaccine refrigerators and freezers weekly to monitor proper storage of vaccines and research material

Requirements/Qualifications/Skills/Experience

Minimum of 2 years experience as a medical assistant in a primary care setting. CMA, MOA, or LPN licensure preferred.

Training Requirements:

Patient Centered Medical Home Orientation

CPR certification

HIPPA Compliance

OSHA

Overview of Motivational Interviewing and SBIRT model

New Employee Orientation

Annual training reviews

Trauma Informed Care

Cultural Sensitivity

Core Competencies

Customer Service Excellence

Quality Improvement

Other trainings as needed to meet the needs of the organization

*HCCH provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HCCH complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HCCH conducts background checks on all final candidates. Employment is contingent upon a clear background check or approval of the CEO.

I have read and understand this job description and certify that I can perform all the essential functions of this job. I have received a copy of the job description.

_____ _____

Employee Signature Date

_____ _____

Supervisor Date