



Job Title:	Medical Assistant	Department/Group:	Clinical Staff
Location:	Oxon Hill, MD	Position Type:	Full-Time and Part Time
		Travel Required:	No
UCM Website:	http://www.urgentcarematters.org/		
Applications Accepted By:			
FAX: (240) 493-4582 EMAIL: careers@urgentcarematters.org Subject Line: UCM Employment Application for Medical Assistant		MAIL: Urgent Care Matters HR 5474 St. Barnabas Rd. Oxon Hill, MD 20745	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The certified medical assistant aids providers (MDs, NPs, PAs, and DOs) by performing basic clinical, administrative and housekeeping duties. He or she will interact directly with patients while taking and recording vital signs, preparing patients for exams and procedures, drawing blood, administering medications, removing sutures and performing simple wound care. The medical assistant will collect, prepare and run simple laboratory tests and sterilize medical equipment. He or she will assist the front desk with various administrative duties as requested. This person will be responsible for maintaining the cleanliness of the waiting area and examination rooms, and monitoring documenting supply levels.</p> <p>PRINCIPAL DUTIES AND RESPONSIBILITIES OF THE MEDICAL ASSISTANT INCLUDES, BUT IS NOT LIMITED TO:</p> <ul style="list-style-type: none"> • Take and record a patient’s height and weight, vital including blood pressure, pulse rate, respiratory rate, temperature, and oxygen saturation. Uses a variety of radiation protection and shielding materials. • Conduct visual acuity testing, urine dipstick, rapid strep, throat culture and wound culture. • Perform phlebotomy and iSTAT. • Administer oral or intramuscular (IM) medication under the direct supervision of the medical provider. • Perform next day follow up phone calls to patients under the direction of the medical provider. • Assist the front desk staff by answering telephones, greeting patients, scheduling referral appointments, filing paperwork and updating medical records. • Clean the exam rooms between patients. Anticipate the needs of the provider based on patient complaint and have supplies ready. • Keep the waiting room tidy including rearranging and wiping down chairs and side tables, sweeping the floor, keeping the bathrooms properly stocked with paper products and soap. • Be a supportive team player for all urgent care center co-workers. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Minimum high school degree or equivalent. • Certificate of completion of an approved Medical Assistant program. • Current CPR and First Aid Certifications. • Previous urgent care work experience is highly desirable. • Ability to apply written instructions and standardized work practices. • Ability to establish and maintain effective relationships with staff, patients, and families. • Willingness to take responsibility for actions; act positively upon feedback from others. • Able to withstand physical & mental demands: standing, walking, stooping, bending. Requires ability to move equipment and transfer patients. Occasional stress in working with tense patients. • Basic computer knowledge. 			



- Spanish speaking desirable but not required.

PROFESSIONAL RESPONSIBILITY STANDARDS:

- Adhere to professional expectations as outlined in the employee handbook.
- Demonstrate flexibility in relation to work schedule.
- Identify areas where processes can be improved to increase quality, contain costs, and improve services.
- Participate in department and company-sponsored meetings and events.
- Medical Assistants must have certification in the field and be responsible for maintaining their certification and skills/competency through The American Association of Medical Assistants (AAMA).

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