



TITLE	CLASSIFICATION	SALARY GRADE
MEDICAL ASSISTANT	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under general supervision, perform administrative, clinical and technical support services for Student Health Services department; provide a variety of direct and indirect health-related services.

SCOPE:

The Medical Assistant works within a multidisciplinary healthcare environment, collaborates with faculty, staff, students and community agencies in the delivery of effective health support services, coordinates multiple services including intake procedures and/or referrals; provides administrative support and coordination for scheduling, trainings, projects, events and department operations; assesses client's needs and makes appropriate referrals.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides direct client services such as administering first aid to ill and injured students and staff; takes vital signs, collects and processes lab specimens and performs other authorized clinical tests and procedures.
2. Provides reception, intake and referral services for students seeking specialized healthcare resources and support services.
3. Refers patients and serves as a liaison to appropriate individuals or agencies for health and/or psychological services.
4. Provides technical assistance in quality assurance activities including development and maintenance of departmental policies and procedures.
5. Prepares reports, memos, takes minutes and disseminates informational packages to committee members; orders and maintains supply inventory.
6. Prepares medical record notes, and assists in medical records management, including processing of subpoena requests and records destruction in compliance with District policies and procedures and State law.
7. Monitors supply budget; updates and maintains prescription medication inventory using Electronic Health Records system.
8. Participates in outreach and training activities on behalf of the department.
9. Schedules and coordinates meetings and room arrangements and assists Director with preparation for meetings.
10. Serves as a technical resource to staff for department's computerized informational database, and may train others in this area.
11. Researches, analyzes and reports information to other organizations, including coordination of any third party reimbursement billing.
12. Prepares clinic examination rooms and lab for daily use.
13. Participates in hiring, supervising, scheduling and training students, interns and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Organize and coordinate multiple projects; research regulations related to an ambulatory care clinic; assist in providing both basic and primary health care to individuals; problem solve a variety of urgent and emergency situations; work with multi-disciplinary team to deliver health related services; communicate effectively in English (bilingual English/Spanish preferred) individually and in groups with a diverse population in meeting health related needs and about a variety of health related topics; collect and process laboratory specimens; apply principles of infection control; follow standard guidelines for records management; make appropriate referrals and facilitate access to both private providers and community health resources; maintain cooperative working relationships; maintain a confidential work environment; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Medical terminology; District departments and services, and community health resources; confidentiality regulations (i.e. Family Educational Rights & Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPPA), Title IX, medical record releases and mandated reporting); basic front and back office procedures in an ambulatory care clinic; health information management systems; standard office productivity software and specialized systems.

Preferred additional knowledge: Understanding of Title XXII and other health clinic related regulations.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from a medical assisting program at an accredited institution.

Experience:

Increasingly responsible (approximately 2-4 years of full-time equivalent experience) experience in a health care setting and previous (less than one year of full-time equivalent) experience with electronic medical records.

LICENSE OR CERTIFICATE:

- Must possess proof of current First Aid and CPR certification.
- California Certified Medical Assistant-Administrative/Clinical (CCMA-AC).

SPECIAL REQUIREMENTS:

Must be able to perform full range of motion activities, such as, but not limited to, walking, standing, lifting (up to 50 lbs. unassisted), or climbing while performing duties. Must be able to use touch, sight, and hearing in performing physical assessments. Must be able to work safely in an environment requiring exposure to biological conditions that may be unhealthful or hazardous. This position requires that the incumbent be fully immunized against communicable diseases and documented freedom from active tuberculosis per Center for Disease Control standards.