



Department: Montesano Clinic
Position Opening: Certified Medical Assistant
Schedule: Fulltime (1.0 FTE)
Wage: \$21. - \$22.73

Essential Duties and Responsibilities include the following, but are not limited to:

- Ensure patient flow is optimal at all times. If wait times are apparent, communicate to patients, providers and co-workers.
- Obtaining and recording patient history in patient EHR.
- Obtaining vital signs and recording in patient EHR.
- Maintain medication and immunization records.
- Ensure that providers have all appropriate information (results) for patient appointments.
- Preparing patients for and assisting with, routine and specialty exams, procedures, treatments, and minor office procedures and ensure that adequate consent has been obtained.
- Telephone and in-person screening limited to intake and gathering of information without requiring the exercise of judgment based on clinical knowledge.
- Perform wound dressing changes.
- Cast placement and removal.
- Specimen collection.
- Diagnostic testing (may include EKG and respiratory testing)
- Notify patients of test results as directed and requested by providers.
- Carry out providers' orders accurately and in a timely manner.
- Communicate regularly with referral coordinators to ensure accurate and timely referral process for consults, exams, diagnostics and procedures. Complete referrals on acute basis when needed.
- Perform daily room checks and stock exam rooms with all needed supplies
- Demonstrate good infection control.
- May be required to travel to other locations.

Education and/or Experience

Active WA State Certified Medical Assistant License
Current BLS

****Must pass pre-employment drug screen and background check****

Benefits include: Medical, Dental, Vision, Life Insurance, 403(b) retirement plan and paid time off.