

PALM DRIVE HOSPITAL

JOB DESCRIPTION

Position Title Medical Assistant	
Department Palm Drive Medical Center	Position Reports To: Practice Manager

Job Summary: The medical assistant assists the physician with direct patient care and procedures.

Education, Training and Licenses Required: Successful completion of a medical assisting program. CMA Certification through the California Association of Medical Assistants or other certifying organization. BLS required.

Experience Required: Two to four years experience in a physician's office preferred.

Knowledge/Skills/Abilities Required: Excellent basic nursing skills; good computer skills; good communication skills.

Equipment Knowledge Required: Knowledge of medical office equipment.

Working Conditions (Noise, Environmental, Demands, Shift, Setting, Human Interface, etc.): Work is light. Reaching, handling and fingering are necessary. Near visual-acuity to proofread documents. Work is inside, with occasional outside walking and point-to-point travel required. Intermittent sitting, standing and walking. Job requires occasional squatting, bending, reaching and twisting. Occasionally requires lifting, carrying, pushing and pulling up to twenty-four pounds. Use of both hands required for precision, speed work and piecework. Typical risk for exposure to communicable diseases and bloodborne pathogens exists.

Confidentiality Requirements: I understand that any and all information regarding hospital, patient, and employment matters are disclosed or learned by me in confidence. I agree that during and after my term of employment, I will not directly or indirectly disclose this information, other than to an authorized employee of Palm Drive Hospital.

Safety Requirements: Employees are responsible for all aspects of the hospital safety and health program including compliance with safety rules and regulations, remedying unsafe working conditions, and for continuously practicing safety while performing duties.

Physical Requirements: See "Description of Physical Demands" binder in Human Resources.

Supervisory Requirements (if applicable): This position supervises a staff of 0, including part time employees. I understand I will be reviewed on my competence as a supervisor, including but not limited to communication skills, delegation of tasks, prioritization of work, leadership, problem solving, budgeting and reviewing of my staff's performance