

CLASS TITLE: MEDICAL ASSISTANT

Class Code: 02457400

Pay Grade: 20A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform medical assistant duties in a rehabilitation center or hospital setting focused on providing an optimal level of care to patients, under the direction of medical, clerical and rehabilitation supervisor; and to do related work as required.

SUPERVISION RECEIVED: Works under the immediate supervision of a registered nurse, physical/occupational therapist, medical records or other superior from whom assignments are received and by whom work is checked upon completion. Has direct liaison with the supervisory staff regarding guidelines for filing order, confidentiality and agency or hospital policies and procedures.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform medical assistant duties in a rehabilitation center or hospital setting focused on providing an optimal level of care to patients, under the direction of medical, clerical and rehabilitation supervisor.

To perform telephone and in person medical history screening, enter the information in the computer and obtain vital signs.

To prepare and maintain examination and treatment areas.

To prepare patient for and assist with routine and specialty examinations.

To prepare patient for and assist with procedures, treatments and minor office surgeries.

To apply pharmacology principles to prepare and administer oral and parenteral (excluding IV) medications.

To maintain medical and immunization records.

To perform fundamental clinical procedures: wrap items for autoclaving, perform sterilization techniques, dispose of bio hazardous materials, and practice standard precautions.

To perform specimen collection: perform venipuncture, capillary puncture, obtain specimens for microbiological testing, instruct patients in the collection of a clean-catch, mid-stream urine specimen, and instruct patients in the collection of a fecal specimen.

To perform diagnostic testing: electrocardiograms, respiratory tests.

To perform CLIA Waived tests of: urinalysis, hematology tests, chemistry tests, immunology tests, and microbiology tests.

To provide patient instruction: explain general office policies, instruct individuals according to their needs provide instruction for health maintenance and disease prevention and identifies community resources; to monitor physical therapy procedures and modalities to patients/clients under the direction of legally qualified physical therapists or medical staff;

To perform clerical functions: schedule and manage appointments, schedule inpatient and outpatient admissions, organize patient's medical record, file medical records, computer data entry, and operation of copy machines/fax machines.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of modern approved medical assisting practices and methods; a general knowledge of the Workers' Compensation Act; the ability to review and evaluate rehabilitation needs of injured workers and their families; the ability to prepare regular and special reports; the ability to analyze and evaluate program needs and to make recommendations to improve such services; the ability to establish and maintain effective working relationships with superiors, labor organizations, employers and employer groups, insurers and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a school of recognized standing with specialization in Medical Assisting; and

Experience: Such as may have been gained through: employment as a Medical Assistant in an accredited hospital, rehabilitation treatment center, physician's office or urgent care facility.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: At the time of appointment, must meet Medical Assistant certification requirements as required by Rhode Island law and regulations and must maintain such certification as a condition of employment and must have current CPR certification and must maintain such certification as a condition of employment.

Class Created: July 26, 2015