

**SOUTH TEXAS RURAL HEALTH SERVICES, INC.  
JOB DESCRIPTION**

**JOB TITLE:**           **Medical Assistant**

**FLSA Status:**        Non-exempt

**JOB CONTROL:**     Responsible to the Chief Operations Officer

**JOB SUMMARY**     The position of the MA is for the purpose of assisting the LVN and/or physician in gathering data and in treatment of patients. Will also assist and be crossed trained in clerical support as may be deemed necessary.

**Working Hours:**   Follow Clinic Schedule

**DUTIES AND RESPONSIBILITIES:**

01. Shall do initial screening and documentation in the medical chart/EHR to aid physician. Initial screening consists of: Recording of vital signs, weight, plots growth charts when necessary, symptoms, allergies and current medication the patient is taking.
02. Shall assist the physician and mid-level practitioners in physical exams.
03. Shall instruct patients on taking medications and treatments as outlined by provider.
04. May give medications under physician supervision. Except from the Class D Pharmacy.
05. Shall assist Nurse (LVN or RN) with triage.
06. Shall be responsible for correct documentation and treatment outlined by the provider.
07. Shall check the treatment rooms and stock for supplies and properly functioning equipment.
08. Shall dispose of all expired medications.
09. Shall assist other medical support staff in carrying out daily medical, lab, pharmaceutical and Diagnostic procedures.
10. Shall sterilize equipment and package equipment.
11. Shall participate in training and education programs.
12. Shall distribute vouchers as per provider documentation in medical chart/EHR
13. Shall maintain all medications properly state and clinic stock. (No expired meds, temperatures)
14. Shall be responsible for all Prescription assistance Program (PAP) medications- Ordering, eligibility, stocking and calling patient to pick up.
15. Shall be responsible for generating referral in EHR and perform required follow up as per the referral and Case Management policy.
16. Shall administer immunizations and log them.
17. Disinfect and prepare exam room after each patient at end of day.
18. Shall stay until the last patient is seen, with authorization from immediate supervisor.
19. Will be crossed trained to do Front Desk and Medical Assistant duties.

**EXPERIENCE: Knowledge and skills required.**

01. Preferred Bilingual (English and Spanish)

- 02. Courteous to clients and working staff
- 03. Skill in determining the needs of the patient
- 04. Experience in a medical environment and/or medical educational training
- 05. High School Diploma or GED Equivalency
- 06. CPR certified
- 07. Medical Assistant Certification

**OTHER**

**Any other duties determined necessary by the Immediate Supervisor and/or CEO. Must be able to travel, have reliable transportation, a Valid TX Driver License and current auto insurance. Must be willing to follow verbal and written directives**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_