

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Medical Assistant
Location: Crooked Tree Wellness Clinic
Department: Health
Reports to: Clinic Manager / Medical Director
Status: Non-Exempt
Level: B25
Salary Range: \$21.15 to \$29.61 per hour/(\$43,992 to \$61,589) Annually
Shift: M-Th 7:00 am – 5:30 pm
Opens: June 18, 2024
Closes: July 02, 2024

SUMMARY: Provide excellent high-quality care to Crooked Tree Wellness Clinic clients. Medical Assistants will rotate between providing clinical care to patients and managing clinic front desk duties with other Medical Assistants. Perform and assist with clinical procedures, maintain equipment, perform laboratory procedures, provide direct patient care and clinic front desk duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work as part of a team to provide excellent patient care to patients and fellow employees and represent Crooked Tree Wellness Clinic and LTBB Health Department in a professional, positive manner.
- Perform selected clinical and administrative duties.
- Greet patients; room and prepare patients for examination and treatment. Take and document patient histories and vital signs; complete assessments.
- Clean, stock, and prepare exam and treatment rooms with necessary instruments for examinations and procedures.
- Assist with temporary casts, splints, and dressings.
- Use RPMS/EHR to review patient chart and to document information into patient chart in timely manner.
- Administer medications (oral, IM, subcutaneous, inhalation) per provider order.
- Collect lab specimens (blood, urine, sputum, stool, etc.) and prepare for testing.
- Enter, accession, and manifest lab orders. Pull lab results into EHR.
- Prepare and maintain supplies and equipment for treatment, including sterilization.
- Assist physician in preparing for and administering minor procedures and physicals.
- Assist with scheduling of tests and treatments.
- Provide patient education as requested.
- Staff vaccine clinics and other clinic events as requested.

- Order and maintain clinical equipment and supplies as requested.
- Answer telephone calls to address questions and ensure appropriate scheduling.
- Complete prior authorizations.
- Process medication refill requests.
- Maintain patient files, records, and other information. Prepare charts for patient visits.
- Review patient consents and agreements with patients in preparation for provider.
- Front desk duties include greeting patients, creating and/or maintaining patient registrations in EHR, checking patient eligibility with insurances for each visit, managing medical records, answering phones, scheduling patients, checking in patients, etc.
- Compile and condense technical and statistical data for reports and records.
- Participate in professional development activities and maintain professional affiliations.
- Maintain patient confidentiality in compliance with HIPPA.
- Other duties as assigned within scope of the position.

EDUCATION AND EXPERIENCE: Demonstrated competence in medical assistant role for a minimum of one year. Graduation from an accredited Medical Assistant education program or equivalent healthcare education. Certification as medical assistant preferred; or on path to obtain certification within first year of employment is required.

QUALIFICATIONS: Knowledge of medical practice to provide patient care. Knowledge of examination, diagnostic, and treatment room procedures. Must have knowledge of medical equipment and instruments to administer patient care and common safety hazards and precautions to establish a safe work environment. Positive job history as evidenced by references required, including LTBB.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to work in team environment successfully. Self-starter who identifies work to be done and does it. Excellent verbal and written communication skills. Skill in taking vital signs, maintaining records and recording test results. Ability to develop and maintain department quality assurance. Ability to react calmly and effectively in emergency situations. Ability to interpret, adapt, and apply guidelines and procedures and communicate clearly. Ability to follow procedures and policies and to take direction. Strong computer skills, including data entry and software utilization skills. Ability to work occasional weekend or evening for special clinic events.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license, reliable transportation, and be insurable by LTBB. Must maintain license and insurability throughout duration of employment in this position. Current CPR certification required.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation, including criminal and employment. Individual must have a positive job history. Individual must take TB test and get influenza vaccination annually due to working in a health setting.