



Job Title	Medical Assistant	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	4	Job Code	12734

Class Specification – Medical Assistant

Summary Statement:

The primary purpose of this position is to assume a supportive role and provide direct patient care and administrative support for both the Occupational Health and Physical Therapy Clinics. The Medical Assistant may perform a variety of clinical tasks as directed by the authorized health care providers. This position may assist with front office duties and scheduling tests and/or patient appointments. The MA is responsible for accurate and confidential chart documentation and medical record maintenance and demonstrates personal accountability for patient centered care, organizational mission and core values.

Pursuant to Colorado law, including the Colorado Medical Practice Act, Colorado Nurse Practice Act, and the rules and regulations regarding the delegation of such tasks; the Medical Assistant must at all times demonstrate competence to perform delegated nursing tasks to the satisfaction of the Medical Provider. Competence shall be demonstrated through the Medical Assistant’s education and continuing education, attentiveness, availability/proximity, and consistent and accurate performance of delegated tasks and activities.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Greets patients and assigns them to rooms; obtains vital signs, patient history and assists the provider with procedures, including set up, clean up and patient prep; prepares and disinfects rooms for each patient visit and ensures adequate supplies and appropriate instruments are available; administers vaccines, TB skin tests, performs phlebotomy, drug screens and conducts medical surveillance testing (audiometric, PFT’s, vision screening, urine testing, etc.); maintains the DOT registry for clinic provided DOT exams.
25%	Receives and triages phone calls, schedules patient visits, process and follow-up on clinic generated referrals; conducts pre-employment drug screens and provides results to the designated POC; maintains all logs and required checks per protocols; assists with front office duties as needed, including scanning, preparing and distributing all necessary completed medical forms or requested records to appropriate requesting party.



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15%	Maintains back office supplies, including exam rooms, lab and specimen collection areas and prepares back office supply orders; autoclave equipment as needed; maintains medication log as prescribed by the provider and prepares medication orders and processes prescription refill requests as directed by provider.
10%	Assists with annual flu shot clinics, CSFD and CSPD recruit vaccines and other City sponsored events as planned.

Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Equivalent to completion of the twelfth grade (high school diploma or GED) supplemented by additional specialized training in medical assisting.	
Experience: One year of full-time medical assistant experience including at least six months in a clinic or primary care setting.	



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
BLS for Healthcare Providers (CPR/AED)	Upon hire
DOT drug screen certification	Within 6 months of start date
CMA (Certified Medical Assistant) or RMA (Registered Medical Assistant)	Within 6 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Position has no responsibility for the direction or supervision of others.

Supervision Received:
Receives Directions: The employee normally performs the duty assignments after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:
The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department.

Physical Demands:
Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Rarely
Wetness and Humidity	Rarely
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment, EKG, autoclave, thermometer, scale, glucometer, spirometer, and audiometer.

Specialized Computer Equipment and Software: Microsoft Office and Electronic Health Records software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015