



City of Kansas City, Missouri Job Class Specification

Job Title: MEDICAL ASSISTANT

Department: HEALTH

Job Code: 4019

Status: NONEXEMPT

Grade: L-2

Summary

This position is responsible for performing venipuncture on patients for testing in various clinics. The position requires independent judgment and requires prioritizing activities to maximize clinical efficiency and assists other clinical staff in the performance of their duties.

Duties and Responsibilities

- Perform venipuncture on all patients that are present for testing.
- Perform training and orientation for students of phlebotomy during their medical assistant internship with the Division.
- Sterilizes instruments, performs a variety of laboratory specimen collection procedures as required (venipuncture, finger sticks, etc.) and conducts routine laboratory work on collected specimens.
- Order stock items for the clinics and stock examination rooms as needed.
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- Makes appointments for, receives and assists patients in their processing in an out-patient clinic facility; contacts patients regarding missed appointments.
- Uses a wide variety of office machines and data processing and/or computer-controlled equipment including but not limited to word processors, calculators, printers, cash processing devices and validating equipment, and copiers.
- Performs a narrow range of clerical functions including but not limited to; filing and data entry functions for correspondence, checks, vouchers, various charts, index cards and records, and other material according to established procedures.
- Communicates eligibility requirements, participants' rights and obligations, and any applicable laws and/or regulations affecting delivery of services provided by the department.
- Assists patients in the preparation of medical histories; posts entries, summarizes data and maintains relative medical and operational records. Prepares examination rooms and assists physicians and practitioners as required.
- Prepares laboratory specimens for transport to reference laboratory and returns related reports; contacts patients regarding abnormal or irregular laboratory results.
- Refers significant technical medical questions and data to appropriate physicians and/or practitioners.

- Clean examination rooms at the end of the clinic day.
- Assist the nursing supervisor with stock medications as needed.
- Performs laboratory procedures, such as gram stain, RPR, culture plating, wet prep and dark filed analysis.
- Complete Gen Probe report at the end of the morning clinic and afternoon STD clinic day and document.
- Assist with medication pick-ups in TB clinic as necessary, documenting in the patient chart as appropriate.
- Provides injections of medications and vaccines under supervision of a Registered Nurse.
- Assist nursing staff with all other duties as assigned by nursing supervisor.
- Performs related duties as required.

Technical Skills

- Demonstrate the knowledge of the principles, methods, materials, equipment, and techniques used in clinical laboratory work.
- Demonstrate the knowledge of anatomy and physiology, especially some exposure to reproductive health systems.
- Demonstrate the ability to relating warmly and effectively to the clinic patients.
- Demonstrate the ability to following instructions, making accurate observations, and relating well to the patients during their visit to the clinic as well as establishing and maintaining effective working relationships with the other employees.
- Demonstrate the ability to maintaining effective patient confidentiality regarding all clinic matters.

Education and Experience

High school graduation and one (1) year of experience in a clinical health setting performing medical assistant duties.

OR

Completion of an Accredited Program for Medical Assistants

OR

An equivalent combination of education and experience.

Certificates/ Licenses/Special Requirements

Must pass a background check as prescribed by the City.

Will be required to pass a preemployment drug screen

Supervisory Responsibility

None

Supervision Received

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

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