	Job Title:	**Medical Assistant**
	Classification:	Non-Exempt
	Original Effective Date:	08/01/2023
	Revision Dates:	
	Job Code:	**# NR38.NY**

I. **SUMMARY/OBJECTIVE:** Provide excellent and quality medical care to patients in the assigned work facility in accordance with the Company's policies and procedures, established medical standards, and applicable scope of practice limitations.

II. **REPORTS TO:** Health Services Administrator and Director of Nursing / Assistant Director of Nursing.

III. **SUPERVISES:** Not applicable.

IV. **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**

   i. Proof of a medical assistant certification from the state of your assigned facility.

   ii. Proof of completion of an accredited program applicable to this job title.

   iii. Proof of a high school diploma or GED.

   iv. Experience in health care delivery system preferred.

V. **COMPETENCY REQUIREMENTS:**

   i. Effective communication skills, both written and verbal.

   ii. Ability for clinical decision-making, clinical competency, and to function independently within scope of clinical practice.

   iii. Ability to collaborate effectively as part of an interdisciplinary team.

   iv. Ability to use an electronic medical record.

VI. **DUTIES AND RESPONSIBILITIES (* indicates an essential function):**

This job description is not designed to cover or contain a comprehensive listing of duties, responsibilities, or activities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. You may be asked by your supervisor or manager to perform other duties.

i. *Performs telephone verification of medications and other pertinent medical information.

ii. *Performs initial receiving screening on new commitments, obtains vital signs and completes all appropriate intake forms per Company policy.

iii. *Prepares and maintains examination and treatment areas.

iv. * Obtains lab specimens as ordered by the provider (to include Venipuncture, if properly trained).

v. * Performs twelve (12) lead electrocardiograms and assembles results for interpretation by a provider.

vi. * Administers tuberculin skin testing on new intakes and on annual follow-ups on all patients.

vii. Performs various treatments as ordered by a provider and permissible pursuant to applicable state law.

viii. Maintains patient medical records.

ix. Answers and processes telephone calls.

x. Escorts approved visitors to and from the medical unit.

xi. Follows universal precautions at all times.

xii. Provides patient care, as authorized, while observing and maintaining security requirements.

xiii. Maintains a professional, tactful, and diplomatic attitude and working relationship with facility staff, contracted providers, outside services providers, and Company staff.

xiv. Maintains confidentiality at all times.

xv. Perform all other duties as assigned or delegated by management.

VII.   **POSITION REQUIREMENTS:**

Individuals with disabilities which make them unable to meet the physical requirements or perform the duties and responsibilities as listed above will still be considered fully qualified if they can perform the essential functions of the job with a reasonable accommodation.

    i.   *Must be able to push/pull/lift a minimum of twenty-five (25) pounds.

    ii.   *Must be able to timely respond to emergency situations throughout the correctional facility and be able to perform lifesaving measures, such as CPR, on patients in either a standing, kneeling, or bent position for at least twenty (20) minutes.

    iii.   * Flexibility in work schedule is required as is temporary flexibility in work location(s).

    iv.   Prolonged periods of standing and/or walking.

    v.   Prolonged periods of sitting at a desk and working at a computer.

VIII.   **EMPLOYER'S RIGHTS:** This job description is not a contract for employment and either you or the Company may terminate employment at any time, for any reason.

I have received and read the job description and understand the scope of the duties and responsibilities.

_____

Employee's Printed Name

_____   _____

Employee's Signature   Date