



Position: CLIA Waived Medical Assistant

POSITION SUMMARY

Under the direct supervision of the Nurse Director , tests, evaluates and submits results on specimens received for CLIA Waived laboratory analyses; assumes responsibility for instrument operation and repair as training allows; performs quality control, quality assurance and preventative maintenance as instructed; communicates with providers immediately regarding critical values on tests. Will be able to assist the HMS physician and assist patients throughout the provision of primary care. Obtains patient medical history and performs provider approved treatment procedures. Assists in the maintenance of a safe clean environment. Provides clerical support, orders and stocks supplies and medications and prepares instruments for sterilization.

POSITION ACCOUNTABILITIES

- Use OSHA standards to collect, identify, transport and store laboratory specimens when needed.
- Ensures standardization in ordering, distribution and maintaining CLIA waived tests for all HMS sites. This will be accomplished using appropriate record systems, procedures, and preventative maintenance programs and inventory control protocols approved by the supervisor.
- Performs CLIA waived tests using OSHA standards and manufacturer specifications for accuracy. These duties may be performed at any HMS clinic as assigned by the supervisor.
- Assist providers in tracking and maintaining current microscopy competencies.
- Follows clinical laboratory current best practice standards to perform, document and track quality controls for all CLIA waived tests performed at all other HMS clinics. Manufacturer requirements will be followed along with any applicable CLIA waived state regulations.
- Laboratory specimens sent outside of the HMS contracted referral services will be documented and tracked for completion. Completed specimen results will be documented and tracked. Tracking will include confirmation the results are available to the ordering provider. All documentation and tracking methods will be approved by supervisor prior to implementation.
- Operates and maintains all CLIA waived instruments at all sites. Recognizes instrument malfunction, takes corrective action if possible and notifies supervisor.
- Recognizes abnormal CLIA waived test results using pre-set guidelines developed and approved by the supervisor. Notification of any abnormal CLIA waived test results will be brought to the attention of the ordering provider or their designee and documented.
- Any problems identified in procedures or operations will be acted on using preset strategies and/or brought to the attention of the supervisor.
- Ensures all HMS clinical staff performing CLIA waived tests are properly trained in current competencies using manufacturer requirements and OSHA standards. Ensures all trainings are documented and available to the HR dept.

- Establishes and maintains interpersonal relationships with patients, visitors and employees.
- Will complete reconciliations of any lab related tasks within 10 days of receiving requests.

Medical Assistant Duties as Follows:

- Assists in preparation of patient care areas; assists in the admission, transfer and discharge process.
- Obtains basic medical history, to include allergies and current medication use.
- Provides basic patient assistance.
- Performs appropriate routine treatment procedures, including blood draws, catheterization, EKG set-up and other MA duties as assigned by the supervisor.
- Reports equipment problems in a timely manner; stocks supplies.
- Responsible for equipment maintenance and associated QA activities.
- Promotes fiscal stability of HMS by cost-effective use of resources.
- Maintains established HMS policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
- Performs all other duties as assigned.

MINIMUM QUALIFICATIONS

High School graduate, G.E.D.

CMA diploma from an approved college or technical school - preferred

One year or more related experience - preferred

Successful completion of CMA certification exam within 9 months of employment.

REQUIRED SKILLS

Excellent human relations and oral/written communications skills

Current BLS or equivalent certification

Excellent human relations and oral/written communications skills

Must be a strong team player

Must be capable of maintaining accurate and efficient records.

Photocopier

Personal computer experience with emphasis on word processing

TO APPLY:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326