

## **Position: Medical Assistant (MA)**

### **POSITION SUMMARY**

Under direction of the RN/Supervisor provide safe, direct patient care utilizing the nursing process in the ambulatory setting including all HMS policies and procedures and Ages of patients served includes: newborn, pediatric, adolescent, adult, and geriatric age groups.

### **POSITION ACCOUNTABILITIES**

1. Assists in preparation of patient care areas. Ensures that patient medical records contain necessary information; obtains basic medical history, to include allergies, current medication use, chief complaint; triages and initiates care for patients. Accurately enters data in the current E.H.R. software.
2. Travel to and provide coverage for nursing duties at any HMS site, as directed by supervisor, as needed to support patient care delivery.
3. Assesses patient's condition and nursing needs; sets goals and utilizes appropriate nursing actions to achieve goals.
4. Uses the nursing process to implement and document an individualized nursing care, which includes patient/family teaching, under the supervision of a Provider.
5. With the approval of the supervising RN performs appropriate routine treatment procedures, including blood draws, catheterization, EKG, and proper medication administration including inventory, ordering receiving and documentation of all medications, injectable medication and Vaccines for Children, "VFC".
6. Assists with set up for patient visits and procedures, special tests, procedures and complex treatments. Stocks exam rooms, lab and pharmacy as appropriate.
7. Accurately obtains and records vital signs and reports pertinent observations and reactions regarding patients to appropriate medical/clinical staff.
8. Assists with or institutes emergency measures for sudden, adverse developments in patients.
9. Processes data and generates reports; triages and handles patient calls and contacts in the office and documents them appropriately.
10. Promotes a safe and clean environment for patients, visitors, and staff
11. Processes requests and properly documents labs, cultures, ensures follow-up on abnormal results.
12. Maintains established HMS policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
13. Ensures that equipment is maintained; assigns staff to monitor and order supplies and medications. Working knowledge of supply locations, equipment and proper usage.
14. Promotes fiscal stability of HMS by cost-effective use of resources.
15. Assumes responsibility for maintaining competence in clinical practice

16. Where applicable, will include cross training for front desk.
17. 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 6 months of employment.

### **REQUIRED SKILLS**

Excellent human relations and oral/written communications skills

Current BLS or equivalent certification

### **DESIRED ABILITIES**

Must be a strong team player

Fluency in English and Spanish; both written and oral preferred

### **TO APPLY**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

1105 N. Pope St. Ste. C, Silver City, NM 88061

Or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788