

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

LVDHC HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969

Phone: 906-358-4587 Fax: 906-358-4118



JOB DESCRIPTION

POSITION: Certified Medical Assistant

LOCATION: LVD Health Center, Watersmeet, Michigan

SUPERVISOR: Clinic Care Coordinator

EMPLOMENT: Full Time/Part Time – Non-Exempt

SALARY/PAY RATE: Based on Experience/ Qualifications

\$2,500 Sign-on Bonus

UPON HIRE:

- PTO
- Dental
- Vision
- Health Insurance

POSTING EXPIRATION DATE: July 2, 2026

DESCRIPTION:

The CMA is responsible for assisting in the delivery of health care and patient care management. The CMA functions under the direct supervision and authority of the physician when performing clinical tasks during patient care. The CMA reports to the Clinic Care Coordinator, who is responsible for administrative supervision, staff development, and orientation of the CMA to the clinic policies and procedures. The CMA must demonstrate competency in all skills related to performance of patient care. The CMA maintains an inventory of exam/procedure room supplies, assists in efficient patient flow, and organizes the clinic environment to assure patient safety. The CMA

demonstrates problem solving skills as they relate to patient care activities, provides guidance for, and acts as a role model for others in the clinical area.

RESPONSIBILITIES:

- Greets patients and prepares them for provider exam. Assists patients with transfers to and from exam tables, procedure tables, and scales utilizing proper body mechanics and safety procedures.
- Collects and records patient information and data. Obtains additional data based on initial data collection.
- Performs chart review prior to clinic visit to obtain historical data.
- Obtains and records height, weight, vital signs, and medical history.
- Reports findings to practitioner.
- Explain treatment procedures to patients.
- Instruct patients in collection of samples and tests, prepare laboratory specimens.
- Prepares equipment and assists provider during treatment, examination, and testing of patients as needed.
- Operates clinical equipment according to equipment procedures.
- Prepares and administers medications and vaccinations as directed.
- Changes dressings on wounds.
- Monitors patient status recognizing and reporting abnormal findings or changes in condition.
- Provides appropriate patient education, health information materials and community resource lists as directed. Identifies patient's need for additional information and communicates to provider.
- Maintains and uses principles of aseptic techniques and infection control when performing clinical duties and tasks.
- Ensures that soiled linens, sharps containers and potentially infectious waste are appropriately disposed of and removed from the clinic and exam area according to infection control guidelines.
- Maintains timely and efficient flow of patients during the clinical day, notifies patients of wait time if delayed.
- Notifies patients of diagnostic test results in a timely fashion, as instructed by primary care provider.
- Schedules medical procedures, appointments with specialty providers.
- Obtains prior authorizations as needed.
- Assists with ordering, stocking, and maintaining exam rooms and clinic areas with standard level of supplies, medications, linens, forms, equipment, etc.
- Cleans/sterilizes medical instruments and equipment per protocols.
- Takes electrocardiogram
- Assures cleanliness of examination rooms according to OSHA standards.
- Takes accurate telephone messages and provides appropriate follow-up.
- Assists with notifying patients of special follow-up, reminder letters for tests, injections, etc.
- Assists with scheduling patients appropriately.

- Completes referrals, work/school excuses, etc. as directed by provider.
- Uses E.H.R. continually throughout the day. Monitors and completes tasks in a timely manner.
- Performs basic CLIA waived laboratory tests.
- Any other duties or responsibilities as assigned.

MINIMUM QUALIFICATIONS:

- Current certification as Medical Assistant in the state of Michigan
- Current BLS certification
- Previous experience with Electronic Medical Record
- Demonstrates ability to work effectively within teams and within a dynamic work environment
- Interest and desire to work in Native American Community

PREFERRED QUALIFICATIONS:

- One-year medical experience in a physician's office or equivalent combination of training experience preferred. Will train highly motivated new graduate.

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Fast paced with occasional high pressure or emergent situations
- Possible exposure to bodily fluids
- Possible exposure to infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations, and other conditions common to a laboratory and medical office environment
- May wear PPE such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking
- Occasional bending, stooping, lifting less than 20 pounds
- May need to lift or turn patients who are disabled, with assistance if needed
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the

position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by the Tribal Council: March 6, 2016

**LVD Health Center
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SIGNED: _____ DATE: _____