**FQHC Medical Assistant**

The Medical Assistant is responsible for providing basic nursing care to patients under the direct supervision of a licensed medical staff member and completing required clerical duties associated with the provision of care. Additionally, the Medical Assistant handles the intake of patients, vitals, documentation of past/present illness/history, chief complaint, medical labs, referrals, procedures, blood draw/injections, and relevant medical information.

• Maintains complete and accurate patient records, including entering data into the computer, ensuring proper documentation of all procedures, and assisting with processing and billing of Managed Care, MediCare, Medi-Cal, CHPD for patient services;

• Assists with patient flow including receiving/greeting patients; locating charts; checking/making appointments; answering the telephone; and referring patients to appropriate person;

• Follows daily/weekly/monthly assignments as directed by supervisor (Clinic Manager);

• Utilization of CAIR, and VFC and other systems as directed by supervisor;

• Assist with immunization inventory, ordering and reporting as directed by supervisor;

• Assist in ordering supplies, maintaining inventory log and supply destruction log;

• Participate in cross training for Front Office duties, assisting Referral Coordinator if needed and as directed by supervisor;

• Electronic lab ordering and processing lab test results per clinic policy;

• Assist in glucometer training for diabetic patients, as ordered by provider;

• Receives and treats all patients with the utmost respect and professionalism;

• Performs a wide variety of clerical duties including preparing routine correspondence, filing, photocopying, faxing, and answering the telephone and directing calls as needed;

• Attends and actively participates in all team and staff meetings and related continuing education programs;

Job Type: Full-time