



## **MEDICAL ASSISTANT – FAMILY PLANNING**

### **Duties:**

Performs routine paraprofessional, clerical and medical assistance work in providing public health care and treatment within the scope of services of Family Planning clinics for Tri-County Health Department. Direct supervision is provided by the Nursing Supervisor. The Medical Assistant is directly supervised by an RN and may not give injections without the presence of an RN at the clinic site.

Prepares and maintains clinic area. Cleans, sanitizes, and stocks clinic area and cleans and sterilizes instruments daily. Obtains client medical and social histories. Prepares and maintains client charts per protocol, reviews records for completeness and accuracy of information, and records purpose of client visits. Takes vital signs, height, and weight measurements. Performs lab tests as specified and prepares specimens for transport to outside labs. Obtains urinalysis and hemoglobin samples. Records results. Assists the nurse practitioner and physician in client exams and procedures. Dispenses oral contraceptives and transdermal patch orders. Administers intramuscular injections of prescribed contraceptives or routine child and adult immunizations. Maintains a lab book through recording daily lab procedures conducted, obtaining and tracking lab reports, recording clinic stats, and assisting with lab billing procedures. Provides counseling and educational information related to family planning and women's health issues including STD, HIV testing, birth control methods, emergency contraception, pregnancy testing, colposcopy and cryotherapy procedures, rubella immunizations, basic nutrition, weight control, substance abuse, and smoking risks. Maintains inventory of clinic and pharmacy supplies and orders supplies as needed. Under supervision of the public health nurse or nurse practitioner, assists with telephone triage of client phone calls. In accordance with medical protocols, schedules client for various lab procedures as necessary, makes referral appointments for clients, and assists clients in finding appropriate care. Keeps informed of current medical issues and continuing education topics pertinent to the Medical Assistant role. Performs routine clerical and reception work as needed to support clinic activities including assisting clients, answering phones, maintaining records, and entering chart data. Participates in conducting quarterly audits of clinic charts per state and TCHD requirements. Assists in the orientation and training of new employees, students, and interns. Performs other duties as assigned and required.

### **Education:**

Requires graduation from high school or equivalent to the completion of the twelfth grade and graduation from a medical assistant training program accredited by the Council of Medical Education of the American Medical Association in collaboration with the American Association of Medical Assistants (AMA-AAMA) and a minimum of 18 months of satisfactory performance as a Medical Assistant I. Possession of a valid driver's license.



**Special Qualifications:**

Requires successful completion of the AMA-AAMA certification exam or the American Medical Technologists RMA (Registered Medical Assistant) examination. Requires successful re-certification every five years, as required by the AAMA or American Medical Technologists.

**Knowledge, Skills, and Abilities:**

Policies, procedures, and protocol established for the Women's Health/Family Planning clinics. Interviewing methods and techniques. Tri-County Health Department services and community resources. Prepare and maintain accurate records and reports and maintain sensitive and confidential client information. Communicate effectively both verbally and in writing to communicate information of a sensitive nature. Provide counseling and educational instruction to clients to promote health and prevent disease. Establish and maintain effective working relationships with other Tri-County Health Department employees, representatives of other agencies and organizations, and members of the community.

**Salary:** DOQ

**Office Location:** Aurora

**Close Date:** Open until filled