



Heart of Ohio Family Health Centers
Job Description
Medical Assistant/OB

Summary: This position supports the Organization in the following manner:

- Perform administrative and clinical duties under the direction of medical provider or RN/LPN Clinical duties include taking and recording vital signs and medical histories, preparing patients for examination, administering immunizations and medications as directed by physician.
- Maintains medical records

Reports to: Nurse Manager

Supervises: N/A

Dress Requirement: scrubs in accordance to Heart of Ohio Family Health Center's dress code policy

Work Schedule:

Monday through Friday standard business hours

40 hours per week, times are subject to change based on staffing needs.

Location varies between the Whitehall and Capital Park clinics based on staffing needs.

Exempt **Non-Exempt**

Job Duties, these are considered essential to the successful performance of this position:

- Schedule OB referrals ((ultrasounds and appointments with Maternal Fetal Medicine etc as needed)
- Assist in finding available resources for OB patients' needs
- Follow up as needed with (MFM and other referrals to obtain any reports that HOFHC has not received.
- Pull records from area hospitals for upcoming appointments
- Reschedule patients who have cancelled or missed appointments.
- Prepares patients for the exam by explaining procedures and answering questions.

- Collect cord patient data and enter data into the EHR
- Distributes and reviews educational material to patients, as needed
- Instructs and/or assists patients with clothing removal for examination
- Obtains specimens using proper techniques and correctly labeling the specimens.
- Sets up the exam or procedure room for various medical procedures and assists physicians as needed with procedures.
- Stocks the exam rooms and performs minor clean-up and sanitizing procedures after each exam.
- Organizes exam room equipment as directed by a This should state organizing exam room appropriately depending on type of patient visit/procedure---DSE
- Assists with medical records maintenance; i.e., scanning lab and test results into the HER.
- Calls prescription orders into a pharmacy, as directed.
- Calls patients with lab and/or test results, as directed.
- Offers excellent care in a friendly, courteous, and helpful manner to patients without bias and/or social prejudice.
- May be required to assist in the collection and maintenance of statistical data.
- Supports the OB department as directed.
- Adheres to all of the Organization's policies and procedures.
- Follows all laws and regulations.
- Other duties as assigned (non-essential)

Job Qualifications (Experience, Knowledge, Skills and Abilities)

- Certification from an accredited medical assistant program
- Skill of phlebotomy
- Ability to work with supervision and make decisions based on established policies and procedures
- Skills to expertly deliver exceptional health care to the public
- Ability to successfully work in unison with others to create an efficient, harmonious work environment. Demonstrates competency in working sensitively and respectfully with people of various cultures and social status
- Knowledge of federal, state and local laws and regulations pertaining to health care and safety
- Ability to communicate (orally and in writing) in a professional manner.
- Ability to maintain an established work schedule to ensure dependability and timeliness.
- Attention to detail and accuracy in work quality.

Adheres to HOFHC's Guiding Principles:

Communication, Teamwork, Attitude, Diversity and Service

Facility Environment:

Heart of Ohio Family Health Centers operates in three locations, 882 S. Hamilton Rd, Columbus, Ohio 43213, 2365 Innis Rd, Columbus, Ohio 43224 and 5560 Chantry Drive Columbus, Ohio 43232. All facilities have a medical office environment with front-desk reception area, separate patient examination rooms, nursing stations, pharmacy stock room, business offices, hallways and private toilet facilities. All facilities are on the main ground floor and ADA compliant.

This position's primary work area is patient examination rooms and nursing stations. The patient examination rooms and nursing stations areas are:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height
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Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person's voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed
Normal, steady work pace	2
Randomly changing work pace	2 Maybe as needed to accommodate the organization (there are 3 centers)
Fast, sometimes chaotic, high stress work pace	2
Independent decisions made without supervision	3
Exposure to trauma, grief, death, etc	2
Exposure to disease or bacteria	2
Handles closed containers or vials of patients' bodily fluids or tissues	2

Required to wear safety clothing or equipment	2
Handles money or financial accounts (cash, checks or credit cards)	0
Interacts personally with public and business associates	2
Interacts with public and business associates via the telephone, letter, or other non-face-to-face measure	2

I have read this job description and understand the duties and tasks I am to perform regarding my employment. I understand the responsibility that is given to me in maintaining accurate records, superior patient health care, confidentiality and the confidence that is entrusted to me. I understand that failure to accurately perform the tasks in a superior manner or exercise the duties as stated above will subject me to disciplinary action, up to and/or including termination of employment. I understand that I can seek clarity of duty or responsibility at any time from the CMO. I understand this job description is not a contract of employment and my employment is *at will*.

Signature

Date

Print Name

Original to Personnel File and Employee

If you are qualified and interested in this position please submit your resume to jwoodard@hofhc.org