



HEART OF OHIO  
FAMILY HEALTH

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

Formatted: Centered

**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.

If you are qualified and interested in this position please submit your resume to [jwoodard@hofhc.org](mailto:jwoodard@hofhc.org)