



SUSANVILLE INDIAN RANCHERIA
Lassen Indian Health Center
795 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

POSITION: Certified Medical Assistant – Part Time or Full Time
DATE OF ANNOUNCEMENT: 06/13/2016
CLOSING DATE: 06/24/2016
SALARY: \$14.00 to \$15.00 per hour DOE
HOURS: Part Time/Full Time

GENERAL STATEMENT OF RESPONSIBILITY:

The Medical Assistant performs administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

SPECIFIC RESPONSIBILITIES:

1. Record patients' medical history, vital statistics, or information such as test results in medical records.
2. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
3. Interview patients to obtain medical information and measure their vital signs, weight, and height.
4. Show patients to examination rooms and prepare them for the physician.
5. Prepare and administer medications as directed by a physician.
6. Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.
7. Authorize drug refills and provide prescription information to pharmacies.
8. Explain treatment procedures, medications, diets, or physicians' instructions to patients.
9. Clean and sterilize instruments and dispose of contaminated supplies.
10. Perform routine laboratory tests and sample analyses.
11. Other duties as assigned.

QUALIFICATIONS:

1. High School Diploma or equivalent required
2. Current certification from a recognized Medical Assistant Training Program
3. Current First Aid/ CPR certification from recognized program
4. 2 or more years of experience

Preference will be given to Native Americans (42 CFR 36.221)