

Position: Lead Medical Assistant

POSITION SUMMARY

Under the direction of the assigned RN Nursing Supervisor and Director of Nursing, the Lead Medical Assistant is to provide safe, direct patient care utilizing the nursing process in the ambulatory setting including all HMS policies and procedures and assist, in conjunction with the Supervising RN, supervision of Medical Assistants as appropriate within the clinic. Ages of patients served includes newborn, pediatric, adolescent, adult, and geriatric age groups. The Medical Assistant Lead provides clinical leadership for clinical staff.

POSITION ACCOUNTABILITIES

1. Assists in preparation of patient care areas. Ensures that patient medical records contain necessary information; obtains basic medical history, to include allergies, current medication use, chief complaint; triages and initiates care for patients. Accurately enters data in the current E.H.R. software.
2. Travel to and provide coverage for nursing duties at any HMS site, as directed by the Nursing Supervisor, as needed to support patient care delivery.
3. Assesses patient's condition and nursing needs; sets goals and utilizes appropriate nursing actions to achieve goals.
4. Uses the nursing process to implement and document an individualized nursing care, which includes patient/family teaching, under the supervision of a Provider.
5. Performs appropriate routine treatment procedures, including blood draws, EKG, and proper medication administration, including inventory, ordering, receiving, and documentation of all medications, injectable medication, and Vaccines for Children, "VFC".
6. Assists with the set up for patient visits and procedures, special tests, procedures and complex treatments. Stock exam rooms, lab, and pharmacy as appropriate.
7. Accurately obtains and records vital signs and reports pertinent observations and reactions regarding patients to appropriate medical/clinical staff.
8. Assists with or institutes emergency measures for sudden, adverse developments in patients.
9. Processes data and generates reports; triages and handles patient calls and contacts in the office and documents them appropriately.
10. Promotes a safe and clean environment for patients, visitors, and staff
11. Processes requests and properly documents labs, cultures, ensures follow-up on abnormal results.
12. Maintains established HMS policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
13. Assists in developing clinical policies and procedures

14. Reviews Infection Control processes for compliance.
15. Participates in Quality Improvement Program and medical chart reviews.
16. Ensures that equipment is maintained; assigns staff to monitor and order supplies and medications. Working knowledge of supply locations, equipment and proper usage.
17. Promotes fiscal stability of HMS by cost-effective use of resources.
18. Participates in orientation and evaluation of new clinical personnel.
19. Acts as preceptor for nursing students.
20. Assumes responsibility for maintaining competence in clinical practice
21. Attends continuing education activities pertinent to practice setting.
22. Clinical support staff may visit patients in their home to perform preventative health care and/or draw labs as ordered by their supervising Provider. Relevant protocols must be developed to assure compliance with home health guidelines for patient care and staff competencies and safety when providing care in a patient's home.
23. Assists or Lead with interviews and hiring recommendations for vacant MA positions.
24. Oversees time-clock/timesheet functions and tracks MA use of overtime within company policies.
25. Directs day-to-day activities of MA's as necessary to effect provider directives and orders.
26. Provides training and monitoring of skill development of MA's
27. Provides required evaluations and competency assessments of MA's in collaboration with providers.
28. As Lead, receives and responds to incident reports, employee accidents and safety issues, as requested by the Nursing Supervisor.
29. Schedules support staff time and EBT in coordination with the Nursing Supervisor to assure adequate nursing and MA coverage.
30. Takes MA assignments as needed and directed by Nursing Supervisor.
31. Performs all other duties as assigned

Patient Centered Medical Home

1. Prepares for attends and participates in team meetings and huddle(s)
2. Collaborates in developing team priorities and patient goals and care plans
3. Active in-patient education, goal setting, self-management teaching and coaching
4. Medication reconciliation and education
5. Chronic disease care management

MINIMUM QUALIFICATIONS

- High School Diploma or Equivalent
- Certified Clinical Medical Assistant (CCMA) for one (1) year
- One year CCMA experience in an ambulatory care setting
- Current BLS or equivalent certification

REQUIRED SKILLS

Demonstrated computer skills

Basic laboratory equipment: One touch glucose

- PFT
- Pulse Oximetry
- Centrifuge
- EKG

DESIRED ABILITIES

Three years of clinical experience preferred; ambulatory care experience desired

Must be strong team player

Effective verbal and written communication skills. Written skills in English required.

Ability to communicate in Spanish a plus.

TO APPLY

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or
dropped off or

mailed to:

1105 N. Pope Street, Suite C, Silver City, NM 88061

Or

530 DeMoss Street, Lordsburg, NM 88045

For more information call 575-247-6036