



## Job Announcement

**Job Title:** Medical Assistant / X-ray  
**Department:** Medical  
**Reports To:** Nursing Supervisor  
**FLSA Status:** Non-Exempt  
**Approved:** February 3, 2012  
**Salary Range :** \$25,000 - \$32,000

### SUMMARY

Assists in examination and treatment of patients under direction of Physician by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### Medical Assistant:

1. Interviews patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts.
2. Prepares treatment rooms for examination of patients.
3. Prepares and drapes patients with covering and positions instruments and equipment.
4. Hands instruments and materials to doctor as directed.
5. Cleans and sterilizes instruments.
6. Administers injectable and oral immunizations.
7. Performs routine lab duties such as Hct, Urinalysis dipstick, pregnancy test, strep antigen screen, Mantoux test, Tympanometry, EKG, Snellen, Audiometry, HGB A1C, O2 SAT, blood lead Serum glucose and Nebulizer treatments.
8. Performs venipuncture and prepares lab specimens for pick up.
9. Maintains lab and order records.
10. Inventories, orders and restocks exam rooms with medical supplies and materials.
11. Operates electrocardiograph (EKG), and other equipment to administer routine diagnostic test or calls medical facility or department to schedule patients for tests.
12. Operates and sterilizes equipments. Performs monthly spore tests.
13. Gives injections or treatments, and performs routine laboratory tests.
14. Keeps x-ray and other medical records, performs secretarial tasks, and maintains files.
15. Participates in departmental educational development activities.

#### X Ray Tech:

16. Takes prescribed X-rays such as chest and extremity studies, maintains, responsible for service calls for x-ray equipment and maintains x-ray files and records.
17. Practices radiation protection techniques to minimize radiation to patient and staff.
18. Performs all quality control procedures as outlined in departmental procedure manuals,
19. Maintains a checkout file log and tracking records.
20. Consistently adheres to established safety policies and practices.
21. Compares requisition orders with written orders to ensure the proper exam is performed and to note any special instructions. Completes documentation accurately, including requisition, film department IS and department logs.
22. Maintains x-ray processor on a weekly basis. Performs periodic dark room fog test and cassette clean up. Performs monthly x-ray repeat analysis.
23. Schedule patient follow-up appointments per provider request. Acts as a Team member.



**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Must hold current X-ray certification.

Must be a graduate of a vocational or technical college in medical assisting.

Demonstrates clinical competence.

Assumes responsibility for own personal and professional growth.

### **SKILLS**

Ability to react calmly and effectively in emergency situations.

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence.

Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Ability to apply common sense understanding to carry out instructions furnished in written or oral form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must be a graduate of a vocational or technical college in medical assisting.

A valid California driver's license and a good driving record will be required at the time of appointment and must be maintained throughout employment.

Driving is required for this position.

CPR certification must be acquired within six months of appointment.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.

The employee is occasionally required to stoop, kneel, and crouch.

The employee must regularly lift and/or move up to 10 pounds.

Specific vision abilities required by this job include distance vision, depth perception, and ability to adjust focus.

### **CUSTOMER RELATIONS**

1. Responds promptly and with caring actions to patients and employees. Acknowledge psychosocial, spiritual and cultural beliefs and honor these beliefs.
2. Maintain professional working relationships with all levels of staff, clients and the public.
3. Be part of a team and cooperate in accomplishing department/organizational goals and objectives.

### **QUALITY MANAGEMENT**

1. Displays knowledge of normal signs of human development and ability to assess and provide age appropriate care
2. Contribute to the success of the organization by participating in quality improvement activities.

### **SAFETY**

1. Maintain current knowledge of policies and procedures as they relate to safe work practices.
2. Follow all safety procedures and report unsafe conditions.



3. Use appropriate body mechanics to ensure an injury free environment.
4. Be familiar with location of nearest fire extinguisher and emergency exits.
5. Follow all infection control procedures including blood-borne pathogen protocols.

#### **HIPPA/COMPLIANCE**

1. Maintain privacy of all patient, employee and volunteer information and access such information only on a need to know basis for business purposes.
2. Comply with all regulations regarding corporate integrity and security obligations.
3. Report unethical; fraudulent or unlawful behavior or activity.
4. Specify privileges and responsibilities of employment, including compliance with an adverse incident reporting system.
5. Maintains client case files in accordance with all applicable laws and regulations and IHC policies.

**Indian Preference shall be given in accordance with IHC's Policies and Procedures Section 3, Part 3-1, Paragraph 5**