



Certified Medical Assistant

Title: Certified Medical Assistant (CMA)

Reports to: Chief Operating Officer

Summary Job Description:

Essential Responsibilities:

- Perform and document necessary preliminary exam needs on patient to include: height, weight, blood pressure, and temperature. Ensure patient chart is complete. Interview patient to identify current medical needs and relevant patient history. Assist with examinations, treatments, special tests and procedures. Administer and reconcile medication as directed by the physician.
- Performs venipuncture, skin puncture, and lab procedures with attention to accuracy by checking patient ID and DOB. The employee understands and follows HIPAA guidelines and ensures the confidentiality of patient results. Reporting results: Ensures all test results, in-house and referred, are reported to the provider by checking a manifest or providing oversight of pending labs. Ensures all routine, daily, monthly, and annual maintenance and QC are performed, documented and kept for the appropriate number of years.
- Administer immunization injections. Review immunization record and potential allergic reactions. Identify and review side effects and treatment.
- Code, lab requests and procedures for billing. Verify and update patient data. Knowledge growth and development of individuals, and life stages. Collect data from patient/family inquiries and report to provider. Make patient referrals. Complete physician orders. Collection of data for general patient assessment. Works within the team to identify areas of improvement and actively participates in the improvement process.
- Reinforce patient education under the direction of the physician. Identify risk factors and chronic health problems. Report individual data to patient. Teach patient/family self-care management.
- Work within a team to achieve patient and team goals. Share and initiate regular and professional communication with co-workers. Facilitate and/or participate in regular staff meetings.
- All other duties assigned as licensure allows.



Qualifications:

- Associate's degree in business related field.
- Minimum of five (5) years' experience in patient account billing in a health care setting, demonstrating a continual increase on scope of responsibilities.
- Supervisory experience preferred
- Strong knowledge of billing and collections procedures.
- Possess working knowledge of cost based reimbursement, medical and dental billing, (ICD-9 codes, ICD-10 codes, CPT codes, Medicaid and Medicare billing procedures and regulations, State and Federal program obligations)
- Possess knowledge of provider and clinic credentialing in an FQHC environment.
- Ability to maintain composure during periods of stress
- Must be able to interact with patients courteously and calmly
- Position requires a high level of accuracy and attention to detail.
- Must possess ability to be self-directed with limited supervision.
- Experience with EPIC preferred.
- Certified Coder a plus.
- FQHC experience a plus.

Required Credentials:

- High School Diploma Required
- Previous work in a medical clinic
- Current certification as CMA or RMA
- BLS/CPR (or earned within 90 days of hire)

Signature: _____ Date: _____