



NOTICE OF JOB VACANCY

DATE OF POSTING: February 16, 2018

TO: All Employees

JOB TITLE: Medical Assistant

LOCATION: The Wellness Plan Medical Centers-Pontiac

HOURS: 8:30 A.M. – 5:00 P.M.; M-F

JOB DUTIES:

Under direction of providers, assist in examination and treatment of patients: interview patients, take medical histories, measure vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and record information on patients' charts. Prepare treatment rooms for examination of patients. Prepare and drape patients for exams and treatments, and remain with patients, perform such duties as handling instruments and/or materials as directed, holding instruments and adjusting lights. Aid providers with procedures if needed and as directed. Chaperone during patient exams conducted by providers who are not the same gender as the patient. Perform EKG's, draw blood, obtain non-invasive body fluid specimens, and assist with diagnostic tests and clinical procedures in accordance with level of training and departmental procedures. Collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. Prepare and administer medications as directed by a physician, authorize drug refills as directed, and telephone prescriptions to a pharmacy. Does not start or administer intravenous fluids; however, under supervision, administer approved medications via oral, subcutaneous, intradermal, or intramuscular routes. Arrange exam room instruments and equipment and keep waiting and exam rooms neat and clean. Clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies. Inventory and order medical supply and materials. Assist provider with follow-up as directed such as, but not limited to, calling for laboratory reports, x-ray results, etc. Assist provider as directed to explain treatment procedures to patients and instruct patients about medications and special diets in accordance with level of training and departmental procedures. Remove sutures and change dressings at the direction of the provider and in accordance with level of training and departmental procedures. Transport patients, using wheelchair or wheeled cart, or assist patients to walk. Enter data into computerized systems to maintain office, patient records and appointments. Provide patient advocacy. Schedule appointments, receive money for bills, keep x-ray and other medical records, perform secretarial tasks, and complete insurance forms. Conduct patient financial needs/assistance, interview as needed.

MINIMAL REQUIREMENTS:

High school or GED graduate. Graduate of an accredited Medical Assistant program. Minimum one (1) year work experience as a Medical Assistant in an ambulatory care setting, including performing phlebotomy and giving injections. Familiarity with standard concepts, practices and procedures within a medical office. Ability to work with a high level of cultural diversity. Excellent verbal and written communication skills. Excellent interpersonal skills. Be neat, well groomed and have courteous, pleasant manner. Ability to put patients at ease and explain provider's instructions. Respect the confidential nature of medical information; maintain strictest confidentiality. Have reasonable level of manual dexterity and visual acuity. Ability to work as part of health care team. Ability to work some evenings and Saturdays on a rotational basis. Have valid Michigan driver's license. **DESIRABLE:** Current Medical Assistant certification. Associates Degree in Medical Assisting. Experience with inner city, low-income population. Experience with patient and/or community health care education. Knowledge of health care insurance including Medicaid, Medicare, and Managed Care. Volunteer experience in the healthcare field.

TO APPLY YOU MUST:

Have been performing satisfactorily in your current position for six (6) months. Meet minimum position requirements. Possess a good attendance record. Obtain and complete a Transfer/ Promotion Form (available in Human Resources) within the posting period.

**TO APPLY, PLEASE SUBMIT YOUR RESUME, COVER LETTER AND SALARY REQUIREMENTS TO:
EMPLOYMENT@WELLPLAN.COM CLOSING DATE: 03/19/2018**