

# Welsh Mountain Health Centers

<b>Subject:</b> Job Description – Certified Clinical Medical Assistant (CCMA)	
<b>Department:</b> Medical <b>Approved by:</b> Board Of Directors	<b>Section:</b> <u>1</u> <b>No.</b> <u>1</u> <b>Effective Date:</b> _____ <b>Replaces:</b> _____ <b>Page</b> <u>1</u> <b>of</b> <u>2</u>

**POSITION REPORTS TO:** Medical Director

**POSITION CLASSIFICATION:** Not Wage and Hour Exempt

**RESPONSIBILITIES:** As designated by the Director within the bounds of the licensing authority.

**RESPONSIBILITIES OF THE POSITION;**

- Record vital signs, patient histories and subjective complaints.
- Prepare patient for examination, explain procedures to patient, and assist the provider with examinations and treatments as indicated.
- Perform lab work as required.
- Perform medical procedures as required.
- Administer injections and explain the dosage and explain possible side effects of the medication to the patient.
- Provide developmental assessments on infants and children.
- Ensure that required data forms are complete and accurate.
- Review patient charts for accurate documentation.
- Collect and maintain data for tracking systems, quality control audits, and special programs, as required.
- Order inventory, pharmacy items and lab supplies, as required.
- Perform other duties as required.

**POSITION REQUIREMENTS:**

Must be currently certified as a Medical Assistant in Pennsylvania. . A valid Pennsylvania Drivers License and proof of auto insurance. Computer literate.

**POSITION SUPERVISORY RESPONSIBILITIES:**

The MA provides assistance in patient screening and to front desk staff in telephone triage when in charge of nursing duties while on shift.

**AUTHORITY BOUNDARIES:**

Reports to the Medical Director in all medical/professional matters. Reports to the Medical Director for nursing, administrative and management matters.

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**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**I have read and understand the duties outlined in this job description. My signature indicates my commitment to perform these duties to the best of my ability.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign and Date