



## Greater Prince William Community Health Center

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4379 Ridgewood Center Dr, Suite 102, Woodbridge, VA 22192  
Phone: 703.680.7950 Fax: 703.680.7953

**Position Description:** Medical Assistant

**Direct Report:** Clinical Supervisor

**FLSA Status:** Non-Exempt

**Position Description:** The Medical Assistant aides the medical providers with patient care through a variety of tasks. The Medical Assistant will prepare patients to be seen by the medical provider by bringing the patient to an exam room, taking vitals, and collecting the patient's health history. The Medical Assistant helps with the administrative aspects of patient care, as well, through maintaining patient documents in the Electronic Medical Records software and other duties as assigned. This person always maintains professionalism when providing care and delivers care in a culturally competent manner. This person collaborates with other medical personnel, including members of the other practices, to complete his or her work.

**TEAM PHILOSOPHY STATEMENT:** The Greater Prince William Community Health Center provides affordable access to integrated and coordinated primary, dental, prenatal, and behavioral health care services to the entire family under one roof. We operate with a team of caring, competent, and productive providers and staff who focus on quality, compassionate, and coordinated care in order to provide outstanding service to patients and families. Our staff place a high value on teamwork. They must accept changing duties, be multi-skilled, and perform a variety of tasks in the care of our patients. Each member of the team is dedicated to continuous learning, and contributes toward our goal of providing outstanding health care services to our patients

**Essential Functions:**

1. Prepares patients for the appointment by bringing them to an exam room, recording the patient's medical history, taking vitals, etc. Ensures all paperwork before, during, and after the patient's visit is correctly handled and filed to enable proper billing.
2. Assists with patient care as directed by the medical provider. Accurately translates to facilitate medical provider/patient communication when appropriate.
3. Administers injections, such as vaccines, as directed by a medical provider and in accordance with GPWCHC protocols.
4. Maintains an accurate knowledge of all procedures offered and the components of the Medical Assistant's role in each. Participates in all staff trainings regarding new procedures and services.

Last Revision: 07.23.10

Update Revision: 12.03.12



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5. Prepares exam rooms for patient treatment as per GPWCHC protocols. Maintains/cleans all exam rooms in compliance with GPWCHC protocols and procedures relative to infection control, exposure control and safety issues.
6. Maintains adequate medical supplies and compiles a list of individual item shortages for inventory control and ordering purposes as assigned.
7. Maintains patient records in the electronic medical records system, monitors patient flow, and assists the medical providers in assuring that all patient records and documents are properly and accurately completed and entered into the electronic medical records system.
8. Receives and places necessary telephone calls consistent with professional matters, clinic business and patient care. Follows-up on these call promptly and directs calls to the appropriate personnel when necessary.
9. Participates in appropriate health promotion / disease prevention activities and outreach efforts, both on-site and off-site as required.
10. As directed by a supervisor, performs other related and/or necessary tasks to achieve organizational and programmatic goals and objectives.

### **Qualifications, Education, and Experience:**

1. High School Diploma or GED
2. Medical Assistant Diploma/Certificate
3. Bilingual (English/Spanish)
4. Certified in medical translation preferred or 2-3 years of experience translating in a medical office
5. 5-7 years experience in a professional medical office.

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Employee's Signature

\_\_\_\_\_  
Date

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Executive Director's Signature

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Date

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