



## NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

**Title:** Medical Assistant  
**Department:** Administration  
**Exemption:** Non-Exempt  
**Supervisor:** Medical Office Administrator

### **DESCRIPTION:**

Under the supervision of the Medical Office Administrator, the Medical Assistant is responsible to perform clinical duties as directed of Medical Provider. Additional responsibilities include covering front office desk at times. Clinical duties include taking and recording vital signs and medical histories, preparing patients for examination.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or equivalent and a current Medical Assistant Certificate from an accredited medical assistant program. Must be bilingual and possess CPR certification. 1 year of related work experience in a medical setting is helpful.

**JOB DUTIES & RESPONSIBILITIES:** duties and responsibilities may include, but are not limited to, the following:

- Assists Medical Provider in exam rooms
- Escort patients to exam rooms, interviews patients, measure and record on the chart the patient's vital signs, including weight, blood pressure, pulse, temperature, and document all information in patient's chart by utilizing computer in exam room
- Give instructions to patients as instructed by Medical Provider
- Maintain medical records, ensure that all related reports, labs and information are presented to the Medical Provider for review, and are filed in patient chart prior to their appointment
- Keep exam rooms disinfected in between patients, stocked with adequate medical supplies
- Document all clinical data and patient interaction in medical record by the end of the day
- Take telephone messages and provide feedback and answers to patient/Medical Provider/pharmacy calls, assist disease prevention and patient education.
- Phones in prescriptions to pharmacy as directed by Medical Provider
- Triage and process messages from patients and front office staff to Medical Provider
- Maintains all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen, cold sterilization fluid change, etc.)
- Conduct monthly inventories of all medical supplies, medications, and vaccines as well as ordering the clinic supply with prior approval from the Medical Office Administrator
- Conduct referrals and schedules appointments to outside medical facilities as directed by Medical Provider to schedule tests and/or admissions
- Follows up with patients to assure compliance to Medical Provider's orders/directives, including scheduling follow up appointments, checking incoming clinic fax, and other clinical-related activities in a timely manner
- All other duties as assigned

### **SPECIAL NOTE:**

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, and Indian Health Service funded positions). NUI requires all employees to demonstrate proof of receiving a COVID-19 vaccination as a condition of their employment.