



Job Title	Senior Medical Assistant	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	6	Job Code	12732

Class Specification – Senior Medical Assistant

Summary Statement:	
<p>The purpose of this position is to provide administrative and medical support to the Occupational Health Clinic and Physical Therapy Clinic by understanding the technical aspect of health care information systems to provide department level assistance; accurate medical data entering; scheduling of appointments; conducting ergonomic evaluations at work stations throughout the City; understanding of current diagnosis coding; developing templates and questionnaires meeting current standards; maintaining and stocking of supplies; accurately creating, maintaining, and archiving employee medical records to meet federal and state guidelines; interacting with internal and external customers in a professional and friendly manner; and conducting various medical procedures by following current health care standards.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Supports clinics with information systems basic needs; performs accurate data entering into current electronic health record software programs; processes weekly and monthly reports as required by federal and state laws; and develops templates and questionnaires for conversion to electronic health records; and maintains and edits clinical forms and correspondence to providers.
20%	Conducts medical procedures to include audiometric testing, spirometry, drug screens, and administering immunizations; performs EKG's; measuring vitals; coordinates and markets City blood drives and Wellness Clinics; and assists with emergency situations.
10%	Schedules appointments based on customer needs within department timeframes; schedules department meetings; answers telecommunications and handles specialists' referrals; and coordinates annual HIPAA training.
10%	Handles various forms of correspondence by preparing appropriate documents upon request; mails letters; and processes mail and requests for medical information by following HIPAA and other federal and state guidelines.



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10%	Responsible for Occupational Health COOP and keeping the emergency bins stocked and accessible, updates the plan as needed; and assists with Citywide emergencies as necessary and appropriate.
10%	Responsible for properly handling medical records to ensure archiving and tracking of records meet current standards; and converting medical records to Electronic Health Records (EHR) as required by law.

Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision making abilities appropriate to the work environment of the organization.	



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to completion of the twelfth grade (high school diploma or GED) supplemented by additional specialized training in medical assisting.

Experience: Five years of full-time responsible medical assistant clinical experience including at least two years in a clinic or primary care setting.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

BLS for Healthcare Providers (CPR/AED)	Upon hire
Certified Medical Assistant or Registered Medical Assistant	Upon hire
DOT drug screen certificate	Within 6 months of hire
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department.

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Rarely
Wetness and Humidity	Rarely
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment, latex gloves, EKG machine, spirometry, needles, and equipment necessary for vital signs measurement.

Specialized Computer Equipment and Software: Microsoft Office and specialized Electronic Health Records software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015