

THE BREATHING ASSOCIATION

POSITION TITLE: Medical Assistant

RESPONSIBLE TO: Director of Lung Health Clinic

GENERAL DESCRIPTION: The Medical Assistant is responsible for assisting with daily clinic functions and additional duties under the direction of the Director of Lung Health Clinic and in association with the nursing and administrative staff. Our goal is to help improve the daily functioning of persons with asthma, COPD, and other lung-related problems through health and energy intervention. The Medical Assistant will assist the Director in the clinic and aboard the Mobile Medical Unit (MMU) with direct patient care. With duties such as spirometry testing, accurate and timely record keeping, reporting, discharge education, administration of vaccines/medications, performing basic laboratory tests and, transmitting prescription refills/patient assistance applications. Additional duties using computer applications, answering telephones, greeting patients, updating and filing patient medical records, scheduling appointments, arranging laboratory services, and handling correspondence.

CLINIC DUTIES AND RESPONSIBILITIES:

- 1) Provide direct patient care and discharge instructions to patients in the clinic and on the MMU including direct spirometry testing. Assist the Director with the administration of vaccines/medications, referrals, accurate and timely record keeping, reporting, discharge education, performing basic laboratory tests and, transmitting prescription refills/patient assistant applications as directed.

Participates in ongoing development and evaluation of Lung Health program goals, outcomes, and service activities.

Work under the direct supervision of the Director of Lung Health Clinic.

- 2) Maintains data for clinic program activities for various funding source(s) and enters and maintains data in the electronic medical record system.
- 3) Implements pre/post tests and teaching for energy education.

CLERICAL DUTIES:

- 1) Answering telephones, greeting patients, filing patient medical records, scheduling appointments, arranging laboratory services, and handling correspondence.
- 2) Works under the direct supervision of the Director of Lung Health Clinic.
- 3) Using computer applications, assisting in grant and various funding record keeping.

QUALIFICATIONS:

- 1) Must have a High School Diploma or GED and have a current Medical Assistant certification.
- 2) Maintain CPR certificate
- 3) Well organized, self-starter with experience in program coordination, community health services, and drug manufacturer patient assistance programs.
- 4) Excellent communication skills (verbal and written).
- 5) Possesses initiative and energetic flexibility with excellent interpersonal and listening skills.
- 6) Must enjoy and have experience working with children and adults with lung-related diseases of all income levels and backgrounds.
- 7) Displays keen interest in professional growth to maintain clinical excellence.
- 8) Must have a valid driver's license and be willing to use own vehicle in carrying out job responsibilities.

MEASURES OF ACCOUNTABILITY:

The primary measures of performance will be the degree of attainment of The Breathing Association's goals and objectives. The following criteria will be used for evaluation:

- 1) The degree of self-development and effectiveness with clientele.
- 2) Timeliness, and accuracy of reports and recommendations.
- 3) Meeting and accurately reporting program data, statistics, outcome evaluations, program reports, and activities.
- 4) Proficient computer skills including data entry, email, Microsoft Office products as well as working with The Breathing Association's electronic medical records system.

TERMS OF EMPLOYMENT:

Full-time employment under conditions as outlined in The Breathing Association's Personnel Policies. Salary commensurate with experience.

**I have read, and agree that the position description I am signing is in alignment with my skills, experience, and abilities.

Signature: _____ Date: _____