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Junction City Dental
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Manhattan Medical
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Manhattan Dental
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JOB DESCRIPTION

DEPARTMENT: Medical

REPORTS TO: Clinical Nurse

POSITION: Medical Assistant

SUPERVISORY RESPONSIBILITIES: None

JOB SUMMARY:

Helps patients by providing direct clinical and business office assistance in assigned department.

SPECIFIC RESPONSIBILITIES:

- Welcomes patients by greeting them, in person or on the telephone; answering or referring inquiries.
- Prepares patients for health care visit by directing and/or accompanying them to the exam room; providing examination gowns and drapes; helping them to position themselves for the examination and/or treatment; arranging examining room instruments, supplies, and equipment.
- Verifies patient information by interviewing patient; reviewing and/or recording medical history; taking complete set of vital signs, allergies, pain level at each visit; confirming purpose of visit or treatment; scheduling follow up appointments.
- Supports patient care delivery by helping health care providers during examinations; preparing laboratory specimens; performing basic laboratory tests on the premises; disposing of contaminated supplies; sterilizing medical instruments; administering medications on the premises; authorizing drug refills as directed; telephoning prescriptions to pharmacies; drawing blood; preparing patients for taking electrocardiograms; removing sutures; changing dressings.
- Completes records by recording billing information of services rendered; completing insurance forms; responding to insurance and other third-party inquiries.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; submit work orders for repairs.
- Maintains safe, secure, and health work environment by following, and enforcing standards and procedures; complying with legal regulations.
- Updates job knowledge by participating in education opportunities; reading professional publications; maintaining personal networks; participation in professional organizations.
- Enhances health care practice reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

ADDITIONAL RESPONSIBILITIES:

- Must be able to recognize and respond appropriately to urgent/emergent situations per protocols.
- Maintain work area, exam rooms, supplies, medications and immunizations.
- Perform basic triage per specific office protocol procedures.
- Maintain professional appearance and personal conduct at all times.
- Adhere to employer work practices.
- Establish and maintain effective working relationships with physicians, staff and management.
- Document work processes as required accurately.
- Perform other duties as assigned.

QUALIFICATIONS:

- Education/Certification/Licensure:
 - a. Current, unencumbered State of Kansas or National Certified or Registered Medical Assistant Credentials, preferred.
 - b. CPR certification for Health Care Providers, required.
 - c. Current vaccination record meeting ACIP Healthcare Workers Recommendations.
- Experience: 6-12 months of Medical Assistant experience in a clinical setting preferred.
- Skills:
 - a. Ability to administer a variety of treatments and medications as directed.
 - b. Strong organizational and interpersonal skills.
 - c. Ability to take vital signs.
 - d. Medical Terminology.
 - e. Knowledge of CPT & ICD10 coding procedures.
 - f. Verbal ability to express ideas and views effectively. Must possess the ability to make independent decisions when circumstances warrant such action.
- Other Requirements:
 - a. Knowledge of common safety hazards and precautions to establish a safe work environment.
 - b. Ability to react calmly and effectively in busy or emergency situations.
 - c. Ability to interpret, adapt and apply guidelines and procedures.
 - d. Ability to communicate effectively in the English language in person, by phone and in writing.
 - e. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.
 - f. Ability to establish and maintain effective working relationships with physicians, management and peers.
 - g. Maintain current CPR for Health Care Providers.
 - h. Maintain current State of Kansas or National Certified or Registered Medical Assistant credentials.
 - i. Maintain current ACIP Recommendation Vaccination for Healthcare Workers.
 - j. Must have the ability to travel among assigned office locations.

ENVIRONMENTAL WORKING CONDITIONS:

Usual working environment found in outpatient primary care office setting. Occasional pressure due to multiple phone calls and patient scheduling. Exposure to blood products, body fluids, cleaning solutions, and medications.

PHYSICAL AND MENTAL REQUIREMENTS

Hearing: Adequate to perform job duties in person and over the telephone. Able to use stethoscope and respond to verbal questions.

Speaking: Must be able to communicate clearly to patients in person and over the telephone.

Vision: Visual acuity adequate to perform job duties, including visual examination of patient and reading information from printed sources and computer screens.

Other: Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patients when required. Adequate physical ability including sufficient manual dexterity to perform the requisite health care service. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases and/or bodily fluids.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Resumes can be sent to admin@konzaprairiechc.com or mail to Konza Prairie Community Health Center, Attn: Jessica, 361 Grant Ave, Junction City KS, 66441. For further information call 785 238-4711.

ABOUT US:

Konza Prairie Community Health Center is a Federally Qualified Health Center with an HPSA designation. We offer medical, dental, and mental health services to the community. KPCHC prides itself on being a progressive facility while still offering a traditional practice setting. Konza Prairie CHC strives to be a place where people want to come for their health care. We seek to remove any barriers which can hinder clients from obtaining the services they need. Services are available to all, regardless of race, creed, national origin, language, gender, or financial status.