



## **Position Description: Medical Assistant**

### **Summary**

Christian Healthcare Centers is a religious 501(c) 3 not-for-profit healthcare organization whose mission is providing exceptional medical services to the Body of Christ and community, guided by Biblical values. All Board members, administration, clinical and support staff are required to subscribe and adhere to, without mental reservation, the CHC Statement of Faith, the Statement on Marriage and Human Sexuality, Philosophy of Health and Wellness, and the Code of Conduct.

Individuals who join our distinctive faith-based healthcare center are expected to be mature Christians who will perform their duties in a manner consistent with the organization's Christian commitment, working in a collaborative team environment where focus is on the whole person – their physical, spiritual, and mental wellness – in accordance with the teachings, principles, and guidelines of historic biblical Christianity.

### **Responsibilities**

- Welcome patients by greeting them in person or on the telephone
- Verify patient information by interviewing patient, recording medical history, and confirming purpose of visit
- Perform phone triage of patients as needed
- Prepare patients for the health care visit by accompanying them to the exam or procedure room
- Perform preliminary physical assessments such as blood pressure, weight, and temperature; document patient history summary
- Assist practitioners with exams, procedures, filling prescriptions, ultrasound, x-ray, EKG
- Assist with injections, blood draws and the capture and preparation of specimens for labs
- Communicate physician's orders to patients
- Educate patients by providing medication and diet information and instructions; answering questions
- Assist in scheduling referrals for additional diagnostic testing or treatment
- Maintain safe, secure and healthy work environment by complying with standards, protocols, procedures, and legal regulations
- Actively support and participate in quality assessment and improvement activities.
- Keep supplies ready by inventorying stock, placing orders, verifying receipt
- Complete records by recording patient examination, treatment and test results
- Protect patient privacy and confidentiality in compliance with HIPAA standards



### **Qualifications**

- Mature Christian actively engaged with a local assembly of fellow believers.
- Full agreement with the CHC Statement of Faith, Mission, Statement on Marriage and Human Sexuality, Philosophy of Health and Wellness, and the Code of Conduct.
- Ability to work in a multi-disciplinary primary care practice in accord with the CHC integrated model and philosophy of wellness.
- Good understanding of patient care, medical terminology, and appropriate pharmacology for medical assistant scope of practice.
- Certification as a Medical Assistant from an accredited training program
- Minimum of two years' work experience as a medical assistant in an outpatient setting.
- Clinical experience in primary care preferred
- A desire to apply the principles of the Christian faith to patient care.
- Commitment to continuing medical education, personal and professional development.

### **Compensation**

- This position is full-time, and compensation is based on the national and regional average for similar positions.
- Benefits include a MemberCare family membership, paid time off, flexible hours and 401 (k).

### **Limitations and Disclaimer**

As a religious, not-for-profit ministry, Christian Healthcare Centers is permitted and reserves the right to prefer employees on the basis of religion (42 U. S. C., Sections 2000e-2).

This position description provides a general summary of the scope and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow other job-related instructions and to perform other job-related duties requested by their supervisors in compliance with Federal and State laws. Qualifications are representative of minimum levels of knowledge skill and/or abilities. Continued employment remains on an "at will" basis.