

## **POSITION DESCRIPTION COUNTY OF LAPORTE, INDIANA**

**POSITION:** Medical Assistant  
**DEPARTMENT:** Health  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT V (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** April 2022

**STATUS: Full-time**

**DATE REVISED:**

**FLSA STATUS: Non-exempt**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves under the direction of the Nursing Supervisor, the Medical Assistant provides clinical and administrative support to nursing and medical staff of the clinic-based divisions within the Health Department.

**DUTIES:**

Administers public health testing including specimen collection, preparation and shipment of blood, stool, sputum, oral swab, and other bodily exudate per health officer standing orders. Testing includes, but is not limited to, TB skin, immunizations, Rapid HIV, parasites, STD, lead and nutritional screening.

Responsible for providing excellent customer service both in person and over the phone for all Health Department specialties including checking in/out, scheduling follow-up appointments, verifying demographics and pay status, Medicaid eligibility verification, and triage.

Obtains client vital signs, blood pressure, pulse, oximetry, height, weight, body mass index and health history review.

Responsible for EMR management which includes scanning and indexing health records, data entry into CHIRP immunization registry, Webchart and internal databases.

Provides immunizations per Health Officer's standing orders.

Educes clients regarding communicable disease risk reduction.

## Mentors Medical Assistant students.

Responsible for practicing infection control measures.

Performs cash register operations including cash and credit transactions, verifying counts and balancing register daily.

Assists with inventory management of clinical supplies and medications.

Performs all other duties as assigned as well as cross-train in other divisions.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High School Diploma or GED required, Associates Degree or Certification Program of comparable length in Medical Assisting is preferred.

One year of Medical Assisting experience required.

Strong Medical Assisting Skills including phlebotomy, immunizations, vital signs/body measurements, specimen collection/preparation and Medical Terminology knowledge.

Strong written and verbal communication skills.

Excellent customer service skills.

Ability to use Microsoft Office and other job-related computer software.

Math and computation skills necessary for cash register operation.

Knowledge of infection and control.

The Medical Assistant has the understanding of the Health Department rules and regulations when performing work that is moderately complex when administering public health testing.

Ability to properly operate standard medical office equipment, including computer, typewriter, calculator, copy machine, fax machine, telephone, translation line, blood centrifuge, laminator, and postage stamp machine.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Indiana State Department of Health, Centers for Disease Control and Prevention, other public health agencies, representatives of various drug companies, emergency response agencies, hospitals and clinics, area schools, various boards, community agencies, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. RESPONSIBILITY:**

The Medical Assistant performs a variety of relatively standardized assignments when obtaining client vital signs and reviewing their health history. Errors in work are easily detected. Work requires some judgement when educating clients regarding communicable disease risk reduction. Completed work is reviewed for compliance with procedural requirements.

## **III. PERSONAL WORK RELATIONSHIPS:**

The Medical Assistant works with other County employees and the general public regarding clinical and administrative support at the Health Department Clinics.

Incumbent reports directly to the Nursing Supervisor.

## **V. PHYSICAL EFFORT/WORK ENVIRONMENT:**

The Medical Assistant will work in a standard clinic setting with the ability to move around freely, with some lifting up to 50 pounds, bending, pushing and or pulling loads, reaching over head, kneeling, crawling, climbing ladders, exposure to temperature extremes and chemicals with frequent exposure to dangerous equipment, noise and noxious odors/fumes and potentially very frequent exposure to bloodborne pathogens.

### **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Medical Assistant for the LaPorte County Health Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes        No       

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Applicant/Employee Signature

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Date

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Print or Type Name