



**NHCI Job Posting  
January 16, 2019**

**Medical Assistant  
40 Hours**

Neighborhood Health Clinics, Inc. is accepting applications for a Medical Assistant to provide professional customer service by greeting and preparing patients for examination. This position reports to the Nursing Coordinator.

Specific duties include:

- Prior to patient's scheduled appointment, reviews cart and observes previous provider notes and orders. Ensures any necessary prep work is complete.
- Maintains and reviews patient records, charts, and other information. Charts pertinent health information, including significant changes. Reports test and examination results. Ensures provider notes and signatures are documented for all orders, consultations, and exams.
- Performs pregnancy tests, urine tests, hemoglobin, lead levels, glucose tests, EKG, HgbA1c, non-stress tests, hearing tests, retinal photography, and vision screens.
- Administers prescribed medications and treatments per provider orders in accordance with nursing standards and Clinic protocols. Reports to provider patient's condition and reaction to drugs and treatments.
- Provides ongoing teaching/counseling, including but not limited to: health status, immunizations, preventative health and health dangers, screenings, laboratory tests, personal hygiene, diet, birth control, physical exams, available community resources, prenatal, and post-partum care.
- Consults with other Clinic disciplines to assure that patient's health, nutritional, and environmental/social needs are addressed. Refers, as appropriate, to other health care providers, Clinic disciplines, and community resources.
- Performs duties of phone nurse in accordance with phone triage protocol. Screens phone calls, consults with provider/staff as appropriate, and documents in patient's chart any action taken.
- Interacts with third party payers to assure reimbursement for services rendered.
- Ensures exam rooms are clean and well-stocked with necessary supplies and materials. Orders supplies as needed.
- Collects and prepares the biohazard material for removal. Sterilizes instruments as assigned.
- Performs daily controls on equipment and maintains records/logs in accordance with regulations and protocol.

Full time position with benefits. Graduate of an accredited Medical Assistant program required. Prefer two years of professional nursing experience in family practice, pediatrics, and/or ob-gyn. Prefer experience with electronic medical records. CPR Certified. TB Certified. Certification from the American Association of Medical Assistants preferred. Interested candidates should send a resume along with a cover letter to NHCI Human Resource Department at: P.O. Box 11949, Fort Wayne, IN 46862 or by email at [HRDEPT@NHCI.ORG](mailto:HRDEPT@NHCI.ORG) or fax (260) 969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.