



321 Madison Street  
P.O. Box 336  
Sheridan, MT 59749  
Phone: (406) 842-5453  
Fax: (406) 842-5455  
www.RVMC.org

## **Medical Assistant 1**

Assists Physician and Physicians Assistants in the examination and treatment of patients. Duties to include interviews with patients to obtain medical history check pulse, temperature, blood pressure, weight, height, vision and hearing. "Employee performs all duties in a manner consistent with the mission and values of RVMC."

Works under the supervision of the Clinic Manager.

The following is a list of essential job accountabilities:

1. Work directly with provider.
2. Room patients in a timely and efficient manner.
3. Obtain and record in the EHR: height, weight, respiratory, blood pressure, pulse, temperature and oxygen saturation in an electronic health record format. Will also record patient presenting complaint and pertinent history.
4. Update patient's Medical allergies and medication list in electronic health record at each visit
5. Assist providers in scheduling tests, making referrals to other providers or for other medical services, and notifying patients of their test results.
6. Interact with patients to facilitate the scheduling of needed services such as procedures, laboratory work, imaging and referrals.
7. Notify patients regarding the advice of their providers.
8. Routinely screen phone calls from patients to the providers.
9. Set up and stock patient and procedure rooms for procedures and assist with procedures as requested by and supervised by provider.
10. And other tasks assigned by the RN or provider
11. Complete Medical Assistant Training Sign-Off sheet with CMO, and renew annually. Only those areas deemed to meet competency will be designate to the MA for completion.
12. Satisfactory Time and attendance.

**Minimum Qualifications and/or Licensure:**

- BLS Certification
- 2-4 years in a medical setting preferred.

**Knowledge and Skills Required:**

- Communication skills;
- Strong interpersonal skills;
- Working knowledge of PC's required;
- Confidentiality and Patient's Rights;

**Physical Requirements:**

Extensive standing and walking with occasional reaching, stooping, kneeling and crouching. Must be able to lift, carry, push or pull at least 50 pounds. Very good close vision and the ability to identify and distinguish color. Exposure to fumes and airborne particles and Blood Borne Pathogens. Some risk of radiation exposure. Some risk of electrical shock. Work is in a clean medical environment. Noise level is quiet to moderate. Frequent keyboarding and repetitive movements.