



Medical Assistant (Bilingual)

Job Title: Medical Assistant	Reports To: Practice Manager
Department: Clinic	Hourly Range: \$21.63 - \$23.13, depending on experience
FLSA: Non-Exempt	Employment Type: Full-time

MISSION: To inspire health, wellbeing and humanity in our community, through all of life's stages.

JOB SUMMARY: Medical Assistants are cross trained to perform clinical and administrative duties. Medical Assistants are instrumental in helping patients feel at ease in the clinic and often explain the medical provider's instructions. Medical Assistants are an essential member of Tepeyac's patient-centered clinic.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Welcome assigned patients and inquire as to their well-being since their last treatment. Report any complaints or observations to the provider.
- Collect medical history from Tepeyac patients.
- Perform basic laboratory tests including drawing blood.
- Assure confidentiality of patient information and medical records.
- Prepare lab requisitions for prescribed or stat lab samples according to laboratory destination, including tracking and documenting as necessary.
- Label appropriately, prepare and store lab samples in accordance with required laboratory specifications.
- Ensure collection of lab specimens by appropriate lab courier.
- Ensure that all blood spills are immediately cleaned with appropriate disinfectant according to facility policy.
- Maintain environmental integrity and aesthetics ensuring all areas are safe and clean.
- Stock all exam rooms with adequate medical supplies, maintain instruments, prepare sterilization as required.
- Assist with other related duties as assigned such as answering phones and coordinating patient transportation.
- Arrange for hospital admissions, specialty care and laboratory services.
- Explain treatment procedures to patients, prepare patients for exams and assist provider during exams.
- Instruct patients about medication and special diets.
- Perform Vision and Hearing test when ordered by provider. Support providers and patients in synchronizing appointments, authorizations, and tests performed within other facilities.
- Update records to assure all patients have accurate information.
- Maintain accurate patient information in eClinical Works (EMR).
- Ensure complete and accurate registration including patient demographic and current insurance information.
- Review and address all jellybeans per Tepeyac's guideline.
- May assist with patient interpretation as needed.
- Maintain quality assurance by tracking and logging designated responsibilities. (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen tank etc.)
- Under the supervision of a provider:
 - Collect, process, record, and educate patients on a wide number of medical laboratory tests
 - Administer and maintain medications at the highest standards of patient care
 - Store, inventory, and administer immunizations in compliance with all state and federal guidelines
 - Perform EKGs, Spirometry, vision acuity, ear irrigation, and other tests/procedures as required
 - Assess and schedule patients accurately by phone and in person

OTHER DUTIES AND RESPONSIBILITIES:

- Attend required internal meetings, trainings, and events.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

Minimum Education & Experience:

- High School diploma or GED required.
- Graduated from a medical assistant program.
- One year experience in community/public healthcare required. Experience in multi-group health center setting preferred. EMR experience helpful.

KNOWLEDGE, SKILLS AND ABILITIES:

- Oral and written fluency in English and oral fluency in Spanish required.
- Flexible and adaptable. Willing to jump in where needed.
- Ability to flourish in a team-oriented care model; strong team building skills.
- Excellent communication and listening skills. Creative and positive approach to communication and problem solving.
- Basic computer skills.
- Organized, able to multi-task, prioritize work and stay focused in a busy clinic setting.
- Able to execute work plans independently and with flexibility.
- Demonstrated ability to work effectively with individuals of diverse races, ethnicities, ages and sexual orientations in a multicultural environment; strong initiative and the passion to advocate and provide healthcare to the underserved.
- Strong initiative and passion to advocate and provide healthcare to the underserved.

Pay and Benefits: Tepeyac Community Health Center offers a full compensation package to all full-time employees. Benefits include medical, dental and vision insurance, a flexible spending account, a 401k, disability insurance paid for by Tepeyac, eight paid holidays, approximately four weeks of paid time off each year and over a week of sick time.

This position is 40hrs/wk with an **hourly range of \$21.63 - \$23.13**, depending on experience. The schedule is Monday through Friday from 8:00am - 5:00pm with an hour for lunch. The clinic is also open on Saturdays from 8:00am - 12:00pm. The MA team rotates through the Saturday schedule, so each person works one or two Saturdays a month and then has a half day off the following week.

If you are interested in applying, send your cover letter and resume to hr@tepeyachealth.org - We look forward to hearing from you!

As required by Colorado's CMS Vaccine Mandate, all Tepeyac Community Health Center employees must be fully vaccinated against COVID-19, subject to the requirements of the American with Disabilities Act (42 U.S.C. § 12101 et seq.), Title VII of the Civil Rights Act (42 U.S.C. § 2000e et seq.), the Colorado Anti-Discrimination Act (C.R.S. § 24-34-401 et seq.), and any other relevant federal or State law. As such, all persons offered a position will be required to provide valid proof of vaccination prior to starting employment.