

# HEALTH SERVICES OF NORTH TEXAS

## Job Description

**Employee:**

**Job Title:** Certified Medical Assistant  
**Status:** Full-time/Non-Exempt  
**Comp.:** Salary  
**Program:** Clinic  
**Station:** Denton (4310 Mesa Drive)  
**Reports To:** Lead Nurse/Supervisor  
**Supervises:** n/a  
**Summary:** Responsible for assisting clinical providers in providing health care services to clients.

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**ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Assist Medical providers with exams and procedures
2. Prepare patient for exams, take vital signs
3. Perform routine screening tests and in-office lab procedures
4. Maintain client records in compliance with HIPAA and agency standards. Procure medical records for clients from outside facilities as needed
5. Monitor and maintain inventory of medical supplies in practice sites; clean and stock treatment rooms, and report needs to primary care nurses.
6. Maintain adequate lab supplies and equipment to provide uninterrupted primary care
7. Perform other duties as assigned by the Director of Clinic Services.

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**INTERNAL RELATIONSHIPS**

The certified Medical Assistant works directly with medical providers and clinic staff; collaborating with HSNT medical case managers and other client services staff to maintain client-focused continuum of care and services.

**EXTERNAL RELATIONSHIP**

The certified Medical Assistant's role within the community is to represent HSNT. Client confidentiality, professionalism, acceptance and respect for various ethnic and cultural background as well as appropriate and effective communication skills are paramount concerns for these positions when approaching the public

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**QUALIFICATION REQUIREMENTS**

- Education: High School diploma plus vocation training necessary for certification
- Certified Medical Assistant
- Experience: minimum 1 year previous healthcare experience in a clinical setting
- Working knowledge of HIV/AIDS in a healthcare environment
- Strong communication skills, verbal and written.
- Ability to relate to individuals from a variety of ethnic and cultural backgrounds including various sexual orientations.

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Employee Signature

Date

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Supervisor Signature

Date