



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

POSITION TITLE: Medical Assistant

DEPARTMENT: Health

SUPERVISOR: Primary Care Provider

LOCATION: Kanosh, Utah

STATUS: Full-time, Non-Exempt, Hourly

PAY: \$13.00 DOE

DATE APPROVED: April 2, 2018

OPENS: April 23, 2018 (PITU Tribal Members & Native Americans Only)

CLOSES: Until filled (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Performs routine clerical and clinical tasks within the Four Points Clinic, while assisting the Primary Care Provider and other license providers. Provides quality patient care efficiently and cost effectively at the direction of the Primary Care Provider.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following:

1. Performs basic clerical and office duties, including:
 - a. Completes patient and related documents in accordance with EHR//Meaningful Use standards and protocols and complies with PITU EHR policies including patient history, physical and vital information into Athena
 - b. Maintains inventory and a maintenance schedule of supplies, ordering and restocking as needed to ensure availability for patient care. Prepares and submits orders for supplies and medications.
 - c. Assists with the cleaning of the facility
2. Performs business and financial duties including:
 - a. Under the direction of the Primary Care Provider, assigns procedural and diagnostic coding in Athena.
 - b. Conducts pre-authorizations, referrals, etc. in accordance with third party insurer requirements.
 - c. Coordinates with Billing Department to assure billable services are being processed in a timely manner.
3. Performs clinical functions within acceptable standards of care including:
 - a. Performs complete intake process as specified by physician or other providers (chief complaint, history, vital signs, height, weight, OFC, care process model data, etc.). Prioritizes patient needs. Assists provider with examinations, procedures, treatments and interventions.
 - b. Administers screening tests to patients (i.e. visual tests, audiology, spirometry, EKGs, skin-test etc.) within practice type.
 - c. Participates in the Vaccine for Children program by tracking immunizations, inventory control and reporting data as required.
 - d. Provides patient education and referrals as directed (content reflects specific MA training, guidelines, care process models, protocols) for services provided by the Behavioral Care Department (Journey to Wellness, Counseling, Family Health Educator, etc.)
 - e. Follow through with pharmacy refills, scheduling out of clinic procedures, obtaining, reporting and tracking of lab results, leaving phone messages and distributing faxes.
 - f. Provides in-service education and other training to patients and staff if needed.
 - g. Attends training to stay current in field.
 - h. Maintains CLIA paperwork and standards.

4. Other duties as assigned to support the efficient operations of the Tribe.

GENERAL REQUIREMENTS

- Must possess and maintain a valid Utah Driver License and provide proof.
- Must be insurable through the tribe's vehicle insurance.
- Must pass a fingerprint and criminal background check.
- Must pass a pre-employment alcohol/drug screening.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma, equivalent GED or higher required.
- One or more years back office experience in a medical/clinic setting required.
- Two years of Medical Assistant experience in an outpatient clinic or other healthcare setting preferred.
- Bilingual in English and Spanish preferred.
- Experience with Native Americans preferred.

Licensing and Regulation:

- Must obtain a Basic Life Support Certification (BLS) within six months of hire and maintain thereafter.
- Must obtain the Medical Assistant (MA) Certificate from one of the following national MA certifications/registrations: Registered Medical Assistant (RMA) of AMT, National Certified Medical Assistant (NCMA), Certified Clinical Medical Assistant (CCMA), or Certified Medical Assistant (CMA) of the AAMA within six (6) months of hire and maintain thereafter.
- Must successful complete an accredited Medical Assistant program or successful complete an accredited LPN or RN program within six (6) months of hire and maintain thereafter.
- Must obtain necessary CMEs within six months of hire and maintain thereafter.

Necessary Knowledge, Skills and Abilities:

- Ability to teach and demonstrate healthy lifestyle practices.
- Ability to establish and maintain effective working relationships with all levels of the organization and community.
- Must have excellent oral and written communication skills, including public speaking with large and small groups of different managerial, socioeconomic, cultural, ethnic and educational backgrounds.
- Ability to speak and write clearly, concisely and effectively.
- Must be able to demonstrate respect for and awareness of Native American customs, traditions and socioeconomic needs.
- Must be detailed oriented, self-motivated, driven and able to multi-task various time-sensitive projects.
- Must be willing to travel as needed.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

The Paiute Indian Tribe of Utah complies with the Drug-Free Workplace Policy of 1988, which includes pre-employment drug testing and random drug testing once employed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.