



**Employment Opportunity**  
**Quality Improvement Medical Assistant**  
**Full-Time position**  
**Posted: 10/5/18**

**JOB DESCRIPTION:** The Quality Improvement Medical Assistant will enhance health center performance on clinical quality measure and quality improvement by being a key link between provider patient care decisions and documentation/screening completion. The QI MA will complete tasks essential for quality measure reporting, including but not limited to filing and abstracting relevant lab results, imaging results, consult reports and outside records. Tri-County pro-actively works to ensure completion and documentation of indicated clinical care, through the use of patient outreach and engagement and patient navigation. The QI MA shall be cross-trained in patient navigation. Working closely with the Lead Medical Assistant, the QI MA will review reports of missing data that is needed to meet all UDS, HEDIS, PCMH, IBH and RICCC measures, and then act upon those reports to close gaps. The QI MA will also perform administrative and clinical back-up support to all medical assistants as needed and assigned by the Lead Medical Assistant. This back-up work will provide for the smooth and efficient completion of immunizations and other standing order quality-measure-related care at both Johnston and North Providence Health Centers. The QI MA may work with providers in Family Medicine, Pediatrics or Obstetrics. Lastly, the QI MA will attend relevant training/conferences as directed by the Supervisor (Lead Medical Assistant), Chief Operating Officer and/or Chief Executive Officer.

**JOB QUALIFICATIONS:** High School diploma/GED and Medical Assistant certification. Must be able to clearly present information to patients and employees, be dependable, flexible and show initiative.

**APPLICATION PROCESS:** Send cover letter and resume to [apply@tricityri.org](mailto:apply@tricityri.org) or fax to HR at 1-855-372-4016 or mail to: Tri-County Community Action Agency: 1126 Hartford Avenue, Johnston, RI 02919.

**Tri-County Community Action Agency is an Equal Opportunity and Affirmative Action Employer. Tri-County is committed to treating all applicants and employees fairly based on their abilities, achievements, and experience without regard to race, color, national origin, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law.**