

MEDICAL ASSISTANT  
32 hour per week  
MONDAY-SATURDAY

**\*Description of duties:**

- Morning huddle with team;
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean;
- Show patients to examination rooms and prepare them for the provider;
- Record patients' medical history, vital statistics, or information such as test results in the HER;
- Document appropriate information in the EHR; using the 4 point check, Intake OV template, complete all trackable measures;
- Respond to providers requests, prioritize and complete as requested;
- Communicate with the patient's provider verbally, about their schedule;
- Secure guidance or help from the RN as needed;
- Explain treatment procedures, medications, diets, or physicians' instructions to patients;
- Clean and sterilize instruments and dispose of contaminated supplies;
- Perform general office duties, such as answering telephones, and completing insurance forms;
- Completing pre authorizations and prior authorizations;
- Maintain ongoing tracking and appropriate documentation of referrals;
- Review details and expectations about referrals with patients;
- Assist patients in problem solving potential issues regarding their healthcare;
- Refers patients and families to in-house services, (e.g., Case Management, Behavioral Health, Community Resource Specialist, WIC, medical and dental staff) or community based referrals (e.g., mental health specialty care, substance abuse treatment, social services) that effectively address patient's needs;
- Perform required behavioral health and other age related screenings as clinically indicated;
- Inventory and order medical, lab, office supplies or equipment;
- Attend and actively participate in trainings and other meetings as assigned;
- Maintains strictest confidentiality; adheres to all HIPAA guidelines/regulations;
- Must be able to be flexible in work hours and schedule arrangements;
- Other duties as assigned within scope of practice.

**Qualifications:**

- One to two years' experience in health care setting, required
- Knowledge of referral process and insurance companies, preferred
- Medical terminology knowledge, preferred
- Electronic Health Record experience, preferred
- CPR certification, required
- Medical Assistant certification, preferred
- Experience working in a community health center, preferred

If you are interested in becoming part of our team, please send a cover letter and resume to [hr@wrhsri.org](mailto:hr@wrhsri.org). Please put the position you are applying for in the subject line.

Wood River Health Services is an Equal Employment Opportunity Employer. We do not discriminate in our employment practices based on race, color, sex, religion, age, national origin, sexual orientation or veterans' status. We are actively seeking a diverse array of candidates