



White River Health District
Dba Deschutes Rim Health Clinic

POSITION DESCRIPTION

Date Approved: April 25, 2024

Job Title: Medical Assistant/Phlebotomist

Reports to: Clinic Manager (or District Manager); takes instruction from Providers

Salary: \$20.00 - \$26.00/hour. Initially Part Time (16-20 hours/wk), until Full Time provider is hired

Background:

Deschutes Rim Health Clinic in Maupin, Oregon, serves South Wasco County and neighboring areas. It is a Tier 4 Patient Centered Primary Care Home (PCPCH), providing primary, acute and dental care services.

The Medical Assistant (or Clinical Assistant) for the Deschutes Rim Health Clinic supports and facilitates the work of health care providers in the care and treatment of patients. This position is responsible for patient care management, clinical organization and sterilization, confidential communications and administrative support to ensure efficient operation of the health clinic's services to patients.

The Medical Assistant/Phlebotomist will abide by HIPAA regulations for confidentiality and show proof of required training completion.

This position is conditional on successful completion of an initial probationary period of three months (90 days). This is an 'at will' position which means employment can be terminated at any time for any reason, with or without cause.

Work Hours: Part Time: Monday 8 am – 5 pm & Thursday 8 am – 5 pm; additional hours as-needed

Full time (pending): Monday – Friday, 8:00am – 5:00 pm (excluding holidays)

Benefits: No benefits for Part Time

Full Time: Employee Health Insurance, 7 paid holidays; PTO accrued at a rate of .02 for each hour worked after the 90-day probationary period (for year 1 and 2 employees).

Essential Duties:

- **Patient Care Management (Clinical)**
 - Room patients, obtain chief complaints, obtain weight and height
 - Perform standard care procedures including checking vitals (blood pressure, SaO₂, temperature); enter data into EMR; Inform provider patient is ready
 - Perform phlebotomy draws
 - Complete CLIA-waived tests as trained or directed: fingerstick INR, glucose or hemoglobin, iFOB, urine dips and microalbumin, random urine drug screens, hemoglobin A1C, urine pregnancy tests, and nebulizer treatment



- Accurately complete lab orders; prepare lab specimens according to Interpath guidelines for courier pick up.
 - Record and update medical histories and ensure availability in EMR or hard copy
 - Record and update prescription lists
 - Assist as directed with surgical and procedural tasks
 - Perform EKG and spirometry
 - Administer immunizations and document appropriately in EMR (provider on site)
 - Provide follow up calls or letters to patients at the direction of provider
- Clinical Organization and Sterilization
 - Daily turn on exam room computers, boot up EMR, check exam rooms for supplies
 - Daily turn on all point-of-care lab machines (A1C, urine)
 - Check injectable cabinet for adequate anaphylactic treatment supplies
 - Restock supplies where needed (exam rooms, procedure room, lab); purge expired medicines
 - Record vaccine refrigerator/freezer temperatures each morning.
 - Clean rooms between patients: change table paper, disinfect, clean sink area, wipe counters, mayo stand chairs, as necessary; disinfect weekly exam room furniture and counter tops
 - Weekly clean lab counters and all bio-medical equipment with antibacterial wipes
 - Clean and sanitize all equipment used by provider(s) between patients
 - Autoclave surgical utensils, as necessary
 - Maintain competency in sterile fields to ensure infection control and safe environment
 - Weekly flush eye wash and note date completed; initial log
 - Ensure performance of equipment inspections and preventative maintenance; record in logs
 - Ensure equipment is calibrated, working with technician
 - Maintain medical equipment inventories
 - Maintain personal training records, including venipuncture, BLS training
 - Assure personal and proper hygiene for Medical/Dental clinic work
 - Maintain medical supplies inventory, order supplies, verify receipt
 - Administrative Support
 - Assist with patient scheduling, maintaining patient records in EMR
 - Adhere to professional standards, facility policies and procedures, federal /state requirements.
 - Member of clinic Safety Committee
 - Communicate with patients about labs and other test results; respond to patient complaints.

Physical Requirements:

Be able to sit, stand or walk for extended periods, attending to patients, phone communications, computer work. Be able to judge when and how to make accommodations to perform work.

Required Skills, Abilities, Experience, Education and Knowledge:

- Degree in a Medical Assistant program or MA certificate (CCMA), (preferred)
- Minimum of HS diploma or GED (no on-job training)
- Experience working in healthcare field for 2+ years



- Ability to work well with others under pressure
- Good interpersonal skills for effective interactions with patients in discomfort or pain
- Ability to communicate well verbally and in writing
- Ability to effectively multi-task and accurately complete tasks; be detailed oriented
- Ability to use good judgement and solve problems
- Organizational skills
- Competency in computers / software and EMR programs
- Knowledge of medical terminology

Required certifications, licenses and training:

- HIPAA training
- ECW training
- Blood Borne Pathogens training
- Training and experience in Phlebotomy

THE FOLLOWING ARE REQUIRED PRIOR TO EMPLOYMENT

- Background Check
- TB screening/testing, drug testing
- Oregon Saves Enrollment or Waiver
- Proof of Hepatitis B vaccination
- Proof of Flu vaccination
- Forms: I9, State/Federal W-4

To apply please email cover letter and resume to Clinicmanager@deschutesrimhealthclinic.org