



**White River Health District
Dba Deschutes Rim Health Clinic
1605 George Jackson Rd
Maupin, OR 97037**

Job Title: Medical Assistant

Salary: Dependent upon experience

Hours: 1-2 days/wk.

Job Summary:

The Medical Assistant for the Deschutes Rim Health Clinic supports and facilitates the work of our primary 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.

Essential Duties:

- Room patients; obtain chief complaints, vitals, pertinent medical history, and medication reconciliation. Records all information in EMR and communicates findings with provider
- Assist provider during patient exams/minor surgical procedures; administer and provide medication and immunizations as ordered
- Perform phlebotomy draws, CLIA-waived tests, EKGs, etc and accurately document in EMR
- Administer immunizations as directed and document appropriately in EMR
- Dispense appropriate educational materials to support health maintenance and/or to promote
- Clean rooms & equipment between patients
- Maintain competency in sterile fields to ensure infection control and safe environment
- Communicate with patients about labs, test results, referrals, and other provider orders; follows up on requested referrals, labs, and imaging to ensure they are received by the facility and patient has scheduled
- Route test results to provider for review and documents in EMR
- Abide by HIPAA regulations for confidentiality
- Other duties as assigned

Preferred Skills, Abilities, Experience, Education and Knowledge:

- Education: Completion of a medical assistant program; or completion of a formal medical services training program of the United States Armed Forces; or completion of Basic Oregon Emergency Medical Technician program; or completion of Advanced Oregon Emergency Medical Technician program; or equivalent experience
- Experience working in healthcare field for 2+ years
- Experience with any EMR program
- Knowledge of pertinent regulatory requirements including disposal of medical waste and exposure to bloodborne pathogens

Required Skills, Experience, Education and Certification:

- Certification via AAMA or NCCT within 1 year of hire
- Basic Life Support (BLS) certification within 3 months of hire

- Minimum of HS diploma or GED
- 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 detail oriented and organized
- Ability to use good judgement and solve problems
- At least basic competency in computers/software
- Knowledge of medical terminology, healthcare operations, and/or basic medical assisting skills

Benefits

- Unpaid Protected Sick Leave accrued at a rate of 1 hour SL for each 30 hours worked after the 90-day probationary period
- Free Parking
- On-the-job training

The following are required prior to employment

- Background Check
- Drug testing (Federal Laws followed)
- Reference checks

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.

The White River Health District dba Deschutes Rim Health Clinic is an Equal Opportunity Employer. The White River Health District's commitment to equal opportunity applies to all aspects of the employment relationship – including recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. The White River Health District is an 'At-Will' employer.

<https://www.deschutesrimhealthclinic.org>

Reply to Dr. David Farris, Board Chair:

David@Deschutesrimhealthclinic.org