

## Medical Assistant

The primary objective of the Medical Assistant is to provide direct and indirect patient care under the supervision of a volunteer physician, mid-level practitioner and/or Clinical Teams Manager at the Doctors Care Clinic. He/she ensures efficient patient services by assisting medical providers, complying with established policies and procedures, and maintaining confidentiality.

### Responsibilities

- Room patients, take and record vitals, review medical and medication history, conduct vision and hearing screenings
- Administer medications and immunizations accurately under the supervision of a medical provider
- Review patient charts daily for immunization status to determine appropriate treatment at visit
- Prepare daily huddle reports for providers. Check for outstanding labs, imaging, referrals
- Manage incoming faxes and process as required including medication refills, release of medical information and forms needing provider signatures
- Maintain cleanliness of exam rooms and lab
- Maintain diagnostic equipment and autoclave instruments
- Monitor and record refrigerator, freezer and incubator temperatures daily in log book
- Order and ensure rotation of supplies, medications and immunizations
- Maintain accurate patient information on the Colorado Immunization Information System
- Report registry problems and organize technological maintenance
- Prepare and deliver urgent requests for patient and immunization records
- Acquire medical records for charts from hospital and specialist visits
- Call in prescriptions and refill authorizations accurately
- Prepare and track specialist and imaging order referrals
- Manage and maintain medical records acquired from hospitals/clinics/specialist at the request of the provider.
- Process lab and other reports for inclusion in eCW records as needed
- Collect specimens for in-office testing or prepare for transportation to outside lab
- Perform routine lab procedures including but not limited to: urinalysis, hematocrit, rapid strep tests, throat cultures, pregnancy tests, blood glucose, hemocults test, strep plates
- Assist in the exam room as required with minor surgeries, ear and wound irrigations, stitches, translating, etc.
- Triage phone calls and document appropriately, obtaining provider input when necessary
- Guide volunteer providers on Doctors Care protocols

**Inclusion**

**Compassion**

**Respect**

**Equity for All**



609 W. Littleton Blvd, Ste 100  
Littleton, CO 80120  
303-730-1313  
www.DoctorsCare.org

### Requirements

- Spanish language fluency preferred
- Flexibility and ability to multitask and prioritize work
- Must have a high energy level and ability to work in a fast-paced environment
- Compassionate
- Demonstrated dedication to quality healthcare
- Conscientious
- High attention to detail
- Ability to establish and maintain effective working relationships with patients and their families, staff members, and the general public
- Professional attitude
- Basic computer skills

### Desired Education

- High school diploma or GED
- Graduate of a Medical Assistant degree or certificate program; equivalent experience may be substituted
- Current CPR certification
- Working knowledge of OSHA and CLIA standards, office procedures and protocols

Hiring rate of pay \$17.00/hour

Excellent benefit package including medical, dental, vision, PTO, Vacation and Holiday pay.

Work hours: Monday-Friday 8:30-5:00

Submit resume and cover letter to Ann Harden at [aharden@doctorscare.org](mailto:aharden@doctorscare.org)



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