

## Medical Records Clerk/Medical Assistant

**Reports To:** Clinic Supervisor  
**Location:** Happy Camp  
**Salary:** \$9.00 to \$12.00, depending on experience

**Summary:** As the Medical Records Clerk shall be responsible for a medical records system that permits prompt retrieval of information. Shall be responsible to maintain a system for the collection, processing, maintenance, storage, retrieval and distribution of medical records. Shall work with the QM Department to comply with JCAHO/AAAHC standards and shall collect and monitor data specifically related to the Management of Information standards.

As the Medical Assistant shall provide medical and nursing support services. These include but are not limited to phlebotomy, injections, and brief assessments such as vital signs, height and weight and reasons for visit. Shall under supervision perform CLIA waived laboratory tests. Shall document in accordance with the established PCC policy. Shall provide assistance to the clinic nurse with special patient educational programs. Shall work as a team member and comply with JCAHO/AAAHC standards. Shall have knowledge of and understand clinic policy and procedures.

**1) What are your typical job responsibilities?**

Rooming patients, medical records, drawing blood, lab work, office responsibilities

**2) How do you *really* spend your day?**

In the morning, I room patients, draw blood, ekg's, lab work, call for reports, in the afternoon, I make files, condense files, call for records, Pull charts, copy file for patients and outside dr's

**3) How do you organize your day to ensure you get everything done?**

We have a schedule that we follow to ensure patients get seen  
Any other office responsibilities come in the afternoon or inbetween  
Patients

**4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)? I took phlebotomy and lab work**

To come here at the Karuk community health clinic. It was a  
Life change for me. But I made it

**5) Uppers; what is the thing that you love most about your job?**

Fulfillment in patients feeling better, able to help people, meeting  
The different personalities in this area

**6) Downers; what is the thing that you love least about your job?**

Having to do urine dips and stool cards

**7) What inspires, excites, and/or motivates you in your job?**

Having a good work week, organization and just life in general

**8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?**

I work 40 hrs a week, I go to meetings up to 3 times a month, I haven't traveled for a while,

**9) How do you relieve stress?**

I laugh, I'm a team player so I try to involve everyone to laugh, Or I will go and read on my break.

**10) Does your job include a lot of traveling? Do you enjoy it?**

I don't do a lot of travel and yes I do like to travel, this gives me the opportunity to learn more or to recap of what I already know

**11) What advice would you give to someone interested in this line of work?**

That you will not be bored, This is a nice office to work in, many opportunities, and I feel the tribe take care of our needs as an employee

**12) What does a typical day in your world look like?**

Rooming patients, doing my medical records, having a good time doing my job. When I go home I feel complete for what I have done.

I go home and spend time with my husband and enjoy life