

Medical Assistant

Reports To: Family Nurse Practitioner (FNP)
Location: Yreka Clinic
Salary: \$10.00 - \$12.00, depending on experience

Summary: The Medical Assistant shall work under the direct supervision of the Family Nurse Practitioner (FNP) to 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 test. Shall document in accordance to the established PCC policy. Shall provide assistance to the clinic nurse with special patient educational programs such as the Diabetic Luncheons. Shall schedule referral appointments and notify Contract Health Services of all referrals. Shall work as a team member and comply with JCAHO standards. Shall have knowledge of and understand clinic policy and procedures.

1) What are my typical job responsibilities?

Rooming patients, taking their height, weight, temp, pulse, respirations and blood pressures. Determining what their purpose of visit is. Setting up for and assisting with minor surgeries, female exams, drawing blood, ekgs, ear irrigations, hemoglobins, blood sugars and injections.

2) How do I really spend my day?

I generally start my day no later than 6 o'clock. I stop at the hospital to pick up all reports there before continuing to the clinic, arriving about 7:45. I check to see if the coffee has been started, going through the clinic turning on computers and the copy machine. If the phone at the front desk is ringing I will answer and begin making appointments.

Many times we are short staffed and I will fill in for the receptionist, referral clerk or medical records. Occasionally I will do transports or pick up medications for patients and deliver them to their homes. I am also the telemedicine site coordinator, which entails making referrals to specialists in other clinics, preparing the paperwork and faxing to the specialists. I schedule the appointments and advise the patients, and on the day of the appointment I set up the equipment and room the patient for their conference. I take all the triage calls, in turn speaking to the providers to see if the patient needs to be seen immediately, given an appointment or sent to the ER.

I also coordinate the diabetic luncheons for our diabetic patients. I make and mail the invitations, buy the food, prepare it, and with the help of other staff members serve and clean up afterwards.

I order the medical supplies for the clinic, obtaining purchase orders and tracking the orders.

3) How do I organize my day to ensure you get everything done?

After almost nine years here I have a pretty standard idea of what my day will be like. However, you never really know until you hit the door in the morning! So, basically you just have 'go with the flow'!

4) What education/career paths lead me to this position? Were there any life changes that guided my way to this position?

I was working as an office manager for a foster family agency in Mt. Shasta before I came to work here. I had tired of the commute and wanted to work for my tribe. When this job became available I applied with no medical experience. The interview committee was great to me, in that they hired me with the intention of teaching me all of the skills I now possess on site. Over the years I have attended training to enhance those skills.

5) Uppers; what is the thing that I love most about my job?

Just about everything! I enjoy working with all my co-workers, I love the patients and I have a good rapport with them. Every day is different than the one before.

6) Downers; What is the thing that I love least about my job?

Probably the staffing problem. We are short of providers and it's very hard to get our patients in to see a provider in a timely manner.

7) What inspires, excites and or motivates me in my job:

Knowing that we are providing good medical treatment for our tribal members and other community members.

8) What does my average work week schedule look like?

I pretty much explained it. I work an eight hour shift, but many times will come in early or work late to complete work.

9) How do I relieve stress?

I enjoy golfing on the weekends. I love to cook for my extended family on the weekends. I have three children and eight grandchildren, and they all live close by. We also do some catering on the side for weddings, fundraisers, etc.

10) Does my job include a lot of traveling?

No, not too much. Sometimes a training out of town. I recently went to a Wellness Conference in Temecula, which I very much enjoyed.

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

Come on board! We have a great group of people to work with in the clinic and have a lot of fun, too!