



Job Description

LliBott Consultorios Médicos (LliBott) is an innovative medical service and value-focused network of clinics providing services to first generation Hispanic communities. In addition to providing outstanding high-quality medical services, LliBott is committed to partnering with community service organizations in order to promote the well-being of the Hispanic population in underserved communities across the USA

Job title	Medical Assistant (MA) @ Winston Salem, NC Clinic
Reports to	Office Manager and Head Medical Assistant

Job purpose

The Medical Assistant (MA) is responsible for assisting in the delivery of health care and patient care management. Under a provider’s supervision, the MA is responsible for the delivery of a broad range of medical services, including taking medical histories, drawing blood for lab samples, ordering diagnostic tests, administering treatments (e.g., suturing and minor surgery), monitoring patients, assisting physicians, and counseling and educating patients. The MA is responsible for safeguarding the image of the organization by being the first contact with our clients/Patients. It is critical that the MA is able to execute all his/her tasks while conveying a positive, respectful and empathetic demeanor to peers, superiors and Clients. The MA has to live our company values.

Duties and responsibilities

- Welcome Clients/Patients to exam area of the clinic
- Rooming patients and performing initial intake including: chief complaint, vitals, medication reconciliation, verify allergies, verify current pharmacy status.
- Ensure that laboratory results, diagnostic reports and consultations reports are ready for the providers to review
- Have exam rooms well stock and ready
- Maintain a medical supply inventory
- Perform EKG, urinalysis, pregnancy tests, glucose tests, strep test and influenza tests
- Administer injections and immunizations
- Phlebotomy
- Assist the provider in minor procedures (GYN exams/PAP smears, surgeries, ear lavage)
- Referrals
- Pharmacy refills
- Call in laboratory and diagnostic results
- Schedule diagnostic procedures
- Process prior authorizations for medications and procedures
- Educate, instruct and advise patients according to their health care needs.
- Support community service events
- Support CER functions as needed

Job Description

Qualifications

Education/training: Current certification as MA

- MA Certification
- High School degree

Experience:

- **One (1)** year of medical experience in a physician's office or equivalent combination of training and experience preferred

Language/Cultural Skills:

- Fluent in Spanish and English.
- Having lived in a Latin American Country at least 5 years *Preferred*

Skills:

- Knowledge of medical practice and care
- EMR and Practice management systems
- Knowledge of examination, diagnostic and treatment room procedures
- Knowledge of medical equipment and instruments
- Knowledge of common safety hazards and precautions
- Ability to assist in a variety of treatments and medications
- Ability to take and record vital signs
- Ability to maintain records and record test results
- Skill in developing and maintaining clinical quality assurance
- Skill in identifying and resolving problems
- Ability to interpret, adapt and apply guidelines and procedures
- Ability to use good reasoning and judgment and to react calmly in emergency situations
- Ability to establish and maintain effective working relationships with patients, medical staff, coworkers and the public
- Ability to read, write and communicate effectively orally and in writing
- Knowledge of basic arithmetic

Working conditions

The work of this position is performed in an environmentally controlled office environment. The position requires the ability to work under pressure and with a diverse population, including staff, physicians, clients, patients, insurance companies and other members of the public. The position may cause frequent exposure to communicable diseases, bodily fluids, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinical environment



Job Description

Physical requirements

- Stand for extended periods of time; push, pull and reach; occasionally bend, sit, stoop and stretch
- Have full range of body motion
- Have the hand-eye coordination and manual dexterity needed to operate a keyboard, telephone, calculator and medical equipment
- Have a normal range of hearing and eyesight to record, prepare and communicate appropriate reports; specific vision requirements: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Occasionally lift and carry items weighing up to **twenty (20) pounds**
- Occasionally relocate to other locations
- Maintain current professional certification
- Maintain a current and valid driver's license

Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Contact Information

Gabriel Bottazzi
Co-Founder and CEO
gabottazzi@llibott.com
954-663-9961

Approved by:	
Date approved:	
Reviewed:	