



**COWLITZ INDIAN TRIBE  
DEPARTMENT OF HUMAN RESOURCES  
JOB ANNOUNCEMENT  
MEDICAL ASSISTANT**

**POSITION DESCRIPTION**

Title: Medical Assistant

Schedule: Monday through Friday

Location: Longview, WA

Classification: Full time

Opening Date: October 31, 2017

Salary Range: \$14.00 to \$17.00 DOE

Closing Date: November 7, 2017 or until filled

**Position Summary:** Assists in examination and treatment of patients under direction of Physician or Family Nurse Practitioner by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Gathers patients medication history, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' electronic health record and/or chart.

Prepares examination/treatment rooms for patient's appointment.

Maintains dignity of patients with drape coverings and positions instruments/equipment according to infection control standard policies.

Assist in handing instruments and materials to provider as directed.

Cleans and sterilizes instruments according to infection control standard policies.

Inventories and orders medical supplies and materials.

Independently operates electrocardiograph (EKG), and other diagnostic equipment for in-house routine test or therapeutic equipment as ordered by licensed Physician or Family Nurse Practitioner.

Administers oral, respiratory, and injection medication or treatments per scope of practice under the supervision of a licensed Physician or Family Nurse Practitioner.

Specimen collection: Capillary puncture and venipuncture; Performs routine capillary puncture for Point of Care exempt laboratory tests, including venipuncture/phlebotomy for the collection of blood and urine for external lab analysis.

Observe and report patients' signs or symptoms.

Instruct patients in proper technique to collect urine and fecal specimens.

Peak Flow respiratory testing.

Procures purchase orders for ordered clinic supplies.

Keys data into computer to maintain office and patient records.

Participates in database development of medical billing ICD-9 and when implemented ICD-10 coding for patient visits. Keeps billing records, enters financial transactions through computerized electronic health records.

Process and track physician and family nurse practitioner outside medical referrals and follow ups for additional appointments.

Enter patient visits, patient billing and financial transactions in electronic health records system.

Participates in clinic quality improvement and Electronic Records meetings.

Other duties as delegated by the medical staff and clinic manager.

### **Requirements**

- High School Diploma or equivalent.
- Must possess an active certification as a Medical Assistant
- Must possess a valid driver's license.
- Two years of medical assistant experience
- Accurately type 35 words per minute.
- To perform this job successfully, an individual should have knowledge of Word Processing software.
- Knowledge of ICD-9 and ICD-10
- Experience with RPMS preferred.
- Must possess excellent time management skills, highly motivated, energetic, and be a self-starter.
- Must have knowledge of patient privacy laws.
- Experience working in American Indian/Alaska Native Community is preferred.
- Must submit and pass drug screening and criminal background check.

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

**Please mail resume and cover letter to:**

Human Resources Department

Cowlitz Indian Tribe

P.O. Box 2547

Longview, WA 98632