



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** Medical Assistant

**Open Date:** December, 2018

**Closing Date:** Until filled

### **Job Summary:**

Under the supervision of the Nurse Practitioner/Register Nurse, the Medical Assistant is responsible for providing quality patient care by assessing their medical history, taking vital signs, and performing necessary laboratory and health screening procedures. He/she will assist the medical providers with patient care, monitor patient flow, and maintain lab results, exam rooms, and medical supplies. This position is also responsible for data entry for PECS, Rx label for medication, lab results, and reports required by funding agencies.

### **Job Duties:**

- Direct Patient Care
- Monitor patient flow and place patients in exam rooms.
- Conduct initial patient assessment, vital signs and proper preparation of patients as needed.
- Conduct EKG and measure peak flow for patients as ordered by Medical Provider.
- Check Hb, FBS, urine dipstick, urine pregnancy test, and instruct patients how to collect samples for fecal occult blood test
- Obtain blood specimen from patient by means of vein puncture or skin puncture according to standard clinic protocol and procedure.
- Administer injection/immunization as ordered by Medical Provider.
- Ensure patients to have necessary lab tests, PAP, Rx and follow up appointment after each visit.
- Provide all medical screening tests for CHDP patients.
- Provide translation services and assist patients with instructions for patient care at home.
- Process authorizations for HMO patients' specialty referrals.
- \* Maintain exam rooms, medical supplies, and lab results.\*
- Maintain cleanliness of the exam room by utilizing infection control techniques.
- Ensure exam rooms are stocked with the necessary supplies and instruments.
- Check the temperatures of the hot water in the exam rooms as determined by Medical Director, the freezer and refrigerator twice daily. Keep logs to track the correct temperature.
- Maintain accuracy of equipment.
- Demonstrate accurate knowledge in the sterilization process of instruments, autoclaving procedures, and the disposal of bio-hazardous wastes according to standard clinic protocol and procedures.
- Provide follow-up for patients with abnormal results for necessary treatment.
- File patient charts and lab reports.
- Receiving and stocking properly for sample medication and PAP medication.
- Perform data entry and record keeping.\*
- Log abnormal Pap smear, referral and STD test results.
- Perform data entry in the Diabetes Case Management software (PECS).
- Input immunization records into the system.



- Prepare medication labels and generate daily transaction log for dispensary
- Collect all encounter forms.
- Promote Efficient Patient Care and Enhance Professional Development.
- Work as a team player and be willing to assist other Clinic staff in other duties within his/her capabilities to aid the Clinic Team in providing good efficient patient care.
- Maintain open communication with other Clinic staff and maintain professional demeanor at all times with patients, caregivers, healthcare providers and staff.
- Attend weekly clinic staff meetings, Continuous Quality Improvement meetings and other department meetings as necessary.
- Communicate any training needs with supervisor.
- Attends any necessary workshops and trainings as required.
- Represents clinic at public and professional meetings and conferences as required.
- Available to participate in any Clinic outreach activities or agency-wide events, as requested.
- Perform other duties as assigned.

### Job Qualifications:

- High School Diploma or GED
- **Medical Assistant Certified**
- Minimum 1 year clinical experience
- Computer literacy in any health information systems
- Ability to work in a fast pace environment and be part of a team, as well as to work independently.
- Good written and verbal communication skills.
- **Must be bilingual English and Chinese (Cantonese/Mandarin)**
- Current CPR card.
- Ability to work and communicate effectively with people from different cultures, social and economic backgrounds, education.

**Please send your resume to:**

[cschr@cscla.org](mailto:cschr@cscla.org)

**Subject: Medical Assistant**

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**