

**NEWCAP, Inc.
1201 Main Street
Oconto, WI 54153**

JOB DESCRIPTION

JOB TITLE: Community Health Services Medical Assistant / LPN
SUPERVISOR: Community Health Services Director
CLASSIFICATION: Full-Time, Non-Exempt
WAGE: \$20.00 per hour
WORKSITE: Brown County (occasionally cover in Oconto clinic)

JOB PURPOSE:

Provide support functions necessary in the operation of the Community Health Services Program, which includes administrative and clinical duties. **Must be bilingual and fluent in both English and Spanish.**

AGENCY EXPECTATIONS:

1. Adhere to agency policy and procedures.
2. Perform duties as workload necessitates.
3. Maintain a positive and respectful attitude.
4. Communicate regularly with supervisor.
5. Demonstrate flexible and efficient time management and ability to prioritize workload.
6. Consistently report to work on time prepared to perform duties of position.
7. Meet productivity standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform word processing, copying, data collection, report preparation, and other clerical assignments.
2. Schedule patient appointments, obtain patient demographics, and enter into electronic system.
3. Translate any English document to Spanish as needed and translate for Spanish speaking patient if bilingual.

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4. Obtain patient medical/social/family history and take vital signs.
5. Complete lab requisitions and package lab specimens.
6. Complete medical records, and document patient information in Electronic Medical Records software.
7. Render direct patient care within scope of MA/LPN practice and prepare patients for Nurse Practitioner and assist with basic procedures.
8. Educate patients regarding oral contraceptives, LARC methods, and testing.
9. Inform patient of laboratory testing under the discretion of the Nurse Practitioner.
10. Call patient for retest, annual exam due, and repeat pap smear
11. Perform phlebotomy, basic CLIA waived laboratory testing, administer injections, and collect laboratory specimens after approved proficiency testing in clinic setting.
12. Assist patients with Wisconsin Family Planning Only Services application, and follow-up with pending applications.
13. Assist patient with Express Enrollment for Badger Care for pregnant females.
14. Assist Director/Nurse Manager with obtaining documentation
15. Assist provider with Colposcopies, IUD insertions, and Nexplanon removals.
16. Provide various methods of contraception and other medications.
17. Maintain knowledge of all NEWCAP programs and related community programs and services.
18. Maintain knowledge of all Wisconsin Family Planning Only Services guidelines, Medicaid regulations, HIPAA policies, and state/federal healthcare field regulations.
19. Maintain a clean and professional appearance in all clinic areas.
20. Maintain inventory of clinic supplies and equipment.
21. Practice HIPAA guidelines and OSHA safety standards.
22. Participate in ongoing laboratory training and skills improvement courses.
23. Assist with patient recruitment, retention, and outreach.
24. Follow legal and ethical professional conduct at all times.
25. Complete/Submit Brown Co Grant monthly report when required.
26. Report any positive STD's to WI Electronic Disease Surveillance System (WEDSS) if needed.
27. Daily chart review of Nurse Practitioner and weekly chart reviews of peers.
28. Complete clinic deposits as required by each location.
29. Perform monthly CLIA controls and maintain proper documentation.
30. Complete monthly numbers and data entry for ongoing grant retention.

PERSONAL AND BEHAVIORAL REQUIREMENTS:

- Reliable, dependable, prompt, organized, and work well with minimal supervision.
- Pleasant, professional, and courteous demeanor.
- Speak in a clear and professional manner.
- Follow standard office procedures.
- Empathetic to patient's needs and requests.

- Maintain complete confidentiality in all NEWCAP business-related matters and HIPPA compliance
- Show respect and treat all people with dignity and respect.
- Flexible and able to adapt to different situations.
- Multitask effectively.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Certified/certified-eligible with the American Medical Technologists or the American Association of Medical Assistants or Wisconsin LPN license required. Clinical experience preferred.
- Phlebotomy experience.
- Completion of Family Planning Health Worker Training Program and HCET course within 90 days of hire.
- Current CPR certification or ability to acquire within 1 month of hire.
- Experience with electronic medical records and charting.
- Proficient with Microsoft Office programs and the overall use of computers and general office equipment.
- Effectively communicate verbally and in writing with both English and Spanish.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; talk; and hear.

Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to stand, walk, and lift and/or move objects.

While performing the duties of this job, the employee is rarely required to balance, stoop, kneel, crouch or crawl, and exert up to 20 pounds of force.

WORK ENVIRONMENT:

Work environment characteristics 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.

The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

This job description should not be interpreted as all-inclusive. It is intended to identify the requirements, essential functions, and duties of this position. Employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description.