



999 W. Amador Ave. Suite A, Las Cruces, NM 88005 📞 (575) 527-5482 Voice 📠 575-652-4243 Fax

Medical Assistant

Amador Health Center Medical Assistant will help screen patients, enter patient information into Electronic Medical Record (NextGen), and assist with developing patient flow, care coordination and quality improvement activities in compliance with state and federal laws. A bilingual person with a certification as a Medical Assistant with at least 1-2 years of experience in a Community Health setting will be the preferred candidate.

Major Functions and Responsibilities: Assist medical providers with patient information, services, and tasks as listed under major duties.

Major Duties:

- Verifies patient information by interviewing patient; recording medical histories, reasons for visit, and reconciling medications/allergies.
- Prepares patients for examination by performing preliminary screening tests (PHQ-2, PHQ-9, CAGE, AUDIT, etc.) obtaining vital signs (blood pressure, weight, height, temperature, oxygen saturation levels) and glucose checks in addition to urinalysis or pregnancy tests (if applicable).
- Must be able to effectively and efficiently report patient history summaries to others on the medical team.
- Performs blood draws as needed; properly handles specimens, processes laboratory orders through Atlas system by inputting proper procedure codes, as well as scans and records lab results in EHR upon receipt.
- Secures patient information and maintains patient confidentiality by completing and safeguarding medical records. Responsible for entering details of progress notes/labs/corresponding documents into patient's electronic health records.
- Translates and transmits physician orders to and from referral sources/clinics.
- Works with case manager and other members of the medical staff to seek health resources for patients.
- Works on referrals to specialists, diagnostic testing, and imaging by helping patient to schedule appointments. In addition, will be responsible for obtaining records after completion of appointment and recording progress notes in the EHR.
- Completes prior authorizations for medications, diagnostic procedures, or medical supplies when necessary.
- Completes tasks associated with medication refill requests; delivering tests results or imaging results under the supervision of a medical provider. May also need to make follow up appointments for patients to have results reviewed.

- Maintains safe, secure, and healthy work environment by establishing and following standards, procedures and complying with legal regulations.
- Keeps triaging and medical rooms stocked with supplies and clean while maintaining inventory. Furthermore, can place supply orders with appropriate staff and verify receiving supplies.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns, maintaining supplies, performing preventive maintenance, and calling for repairs when necessary.
- Updates job knowledge by participating in educational opportunities and receptive to reading professional publications to increase awareness and understanding.
- Assists clinic by adhering and upholding professional standards, policies and procedures, at local, state, and federal levels.
- Participates in quality improvement activities when directed by administration.

Experience, Knowledge and Skills

Minimum Qualifications: Current New Mexico Certification as a Medical Assistant or 1-2 years of experience as a Medical Assistant in a Community Health setting and must obtain certification within one year of hire.

Desired Qualifications: Bilingual in Spanish and English, 1-2 years of experience working as a Medical Assistant in a Community Health clinic; interest in or successful completion of Spanish language courses for medical professions; interest in pursuing certification as a certified medical interpreter.

Working knowledge of Electronic Health Records, preferably NextGen; ICD-10 coding and billing; basic health insurance plans, Microsoft Word, Excel and other software; experience with or interest in working with patients from underserved communities (i.e. those experiencing homelessness, migrant farmworkers and families, or those with substance use disorders).

Education, Credentials, Licenses

Minimum Qualifications: Medical Assistant Certification in New Mexico or willingness to obtain certification within one year of hire.

Other: Position will involve occasional in-state and out-of-state travel for clinic specific training and meetings. Availability to work limited Saturday mornings when necessary.

Amador Health Center is an Equal Opportunity Employer.