



**YELLOWSTONE NATUROPATHIC CLINIC**

720 N 30th St Billings, MT 59101 406-259-5096 Fax: 406-545-0044

## **Medical Assistant Job Description**

### **Tasks:**

Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.  
Interview patients to obtain medical information and measure their vital signs, weight, and height when they check into the front desk.

Show patients where to wait for the physician following vitals.

Get the appropriate paperwork to the doctor.

Update medications list in Elation EMR.

Take messages from patients in person or over the phone and relay them through Elation EMR to the correct providers.

Relay information from doctor to patients within 24 hours unless a weekend is involved.

Referral coordinating

Relay information to other doctor offices as directed by the doctor

Add pap information and order into St. Peter's hospital website.

Follow UTI protocol

Order kits needed

Conduct BIA

Autoclave

Set up and take down for constitotionals

Apply numbing crème to face for facial prp

Other duties as assigned

### **Tools and Technology:**

- Mercury blood pressure units — Baumanometers; Manual blood pressuring measurement equipment
- Nebulizer or accessories — Nebulizers; Pulmonary nebulizers
- Ophthalmoscopes or otoscopes or scope sets — Ophthalmoscopes; Oscopes
- Bilmpedance Analysis Scan- Input patient information, run the test and print results.
- Technology used in this occupation:
  - Electronic medical records program Elation — Document patient communication and vitals.
  - Kareo scheduling program
  - Flexscan Inventory program

### **Knowledge:**

- Office suite software — Microsoft Office; Spark; Outlook; Breevy ; lpedimed
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Medicine— Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Computers and Electronics — Knowledge of electronic records and communication through spark, email and EHR. How the biolmpedance analysis scan system works.

### **Skills:**

- Speaking — Talking to others to convey information effectively in a nonviolent way.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Monitoring — Monitoring/Assessing performance of yourself, to make improvements or take corrective action.

### **Abilities:**

- Documenting/Recording Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Near Vision — The ability to see details at close range (within a few feet of the observer).

### **Work Activities:**

- Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

### **Detailed Work Activities:**

- Record vital statistics or other health information.
- Assess physical conditions of patients to aid in treatment.

- Clean patient rooms or patient treatment rooms.
- Interview patients to gather medical information.
- Prepare patient treatment areas for use.

**Work Context:**

- Contact With Others — 84% responded “Constant contact with others.”
- Work With Work Group or Team — 74% responded “Extremely important.”
- Importance of Being Exact or Accurate — 95% responded “Extremely important.”
- Telephone — 83% responded “Every day.”
- Physical Proximity — 66% responded “Very close (near touching).”

**Job Zone:**

Title: Medical Assistant

Education: Medical Assistant Certificate or related on-the-job experience.

**Related Experience:** Previous work-related skill, knowledge, or experience is required for this occupation.

Job Training: Medical Assistant should have two years of training involving both on-the-job experience and informal training with experienced workers.

To apply, please email your resume to the practice manager at [jbelle@yncnaturally.com](mailto:jbelle@yncnaturally.com)