Title/Position: Behavioral Health Medical Assistant

Supervisor: Behavioral Health Services Coordinator

Described Duties:

1. Work cooperatively with Northwest Health Services’ providers and personnel to carry out the goals and objectives of Northwest Health Services, Inc., according to established policies and procedures.
2. Record vital signs, current complaints, and pertinent history for clients.
3. Communicate significant clinical information to other health care professionals as necessary.
4. Communicate in a tactful and professional manner test results to patients and schedule follow-up visits, if indicated.
5. Prepare patient record information for physician referrals.
6. Attend and actively participate in Clinical Staff meetings and in-services.
7. Maintain supplies for injections.
8. Order all medical testing and make all medical referrals to outside facilities.
9. Answer all questions regarding medication use.
10. Obtain medication authorization from insurance companies and call in all scripts.
11. Facilitate access to and complete forms for the Northwest Health Services’ Assistance Program.
13. Act as the contact person for visiting drug representatives.
15. Maintain patient confidentiality.
16. Perform other duties as assigned.

Essential Job Functions:

1. Possess cognitive skills necessary to understanding terminology, medical records and instructions.
2. Provide patient care services efficiently in a health care environment, exhibiting fine motor skills, precise eye/hand coordination, walk, talk, hear.
3. Must be able to talk, hear, react, stand, kneel, and lift.
4. Must be able to assist patients on and off exam tables.
5. Ability to visually assess patient’s condition and able to communicate to patient and provider.

Qualifications:

1. Possess High School diploma, CNA, CMA certification or three (3) years experience in a hospital or clinic setting.
2. Possess CPR certification.
3. Demonstrate use of tact and patience in communication with patients, families, and NHS staff.
4. Respects and maintains patient confidentiality.
5. Maintains a professional appearance and attitude.
6. Potential hazards: needles, cuts, possibility of back injury while lifting, exposure to body fluids, blood and blood products.

**Wage/Salary Classification:**

**Privacy Clearance Code: 1-A**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

_______________________________
I have read and understand this job description.

Approved: ______________________________
______________________________
Supervisor/HR Signature Date

**EMPLOYEE ACKNOWLEDGMENT:**

I understand that in the course of my employment with Northwest Health Services, Inc., I may have access to or become aware of confidential medical/wage/disciplinary and/or personal information concerning the patients, families, and/or co-workers at the sites operated by Northwest Health Services, Inc. I understand that this information has been obtained and recorded for the purpose of the patient’s medical treatment and/or personnel documentation, etc. I agree that I will use this information only for the purpose of my job responsibilities and that under no circumstances will I disclose any information about any patient or co-worker to any unauthorized person.

**I also understand that any violation of this policy may be grounds for termination of my employment with Northwest Health Services, Inc.**

______________________________
Employee’s Name (Print)  Employee’s Signature

______________________________
Date