



521 4<sup>th</sup> Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

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*Bullhook Community Health Center (BCHC) is an equal opportunity employer. BCHC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Certified Medical Assistant/Phlebotomist**  
**Supervisor: RN Supervisor or Chief Medical Officer**  
**Salary Range: \$34,055 - \$48,554.29 (\$16.37 - \$23.34/hr)**

**Department: Medical**  
**Supervises: N/A**

**Job Overview:** The Certified Medical Assistant/Phlebotomist is responsible for supporting clinical staff as assigned. Perform administrative and clinical duties under the direction of nurse practitioner. Administrative duties may include clerical work, scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, entering patient data and information into the electronic records management system, collecting and analyzing performance measure data to ensure compliance. Draw blood for tests. May explain the procedure to patients and assist in the recovery of patients with adverse reactions. Deal with sensitive information and maintain strict confidentiality. Oversee the CLIA lab certification and ensure tests performed are CLIA waived.

**Essential Functions (Major Duties or Responsibilities):** Review patient medical records prior to appointment and update medical staff as to needs of each patient. Match laboratory requisition forms to specimen tubes. Dispose of contaminated sharps, in accordance with applicable laws, standards, and policies. Draw blood from veins, by vacuum tube, syringe, or butterfly venipuncture methods. Draw blood from capillaries by dermal puncture, such as heel or finger stick methods. Reassure the patients to help them relax during the draw or sample. Ensure optimal quality and quantity of samples. Label samples correctly and ensure accurate testing is completed or the specimen is sent out for testing. Keep accurate records on the fluid specimens and testing. Adhere to all relevant health and safety standards while working. Oversee the CLIA lab certification. Ensure test being ordered and performed are CLIA waived tests and meet the criteria for the certification to be performed in our lab. Prepare treatment rooms for patient examinations. Interview patients to obtain medical information and measure vital signs. Assist clinical staff to perform medical procedures. Medication reconciliation, schedule appointments, and referrals. Record patients' medical history, vital statistics or information such as test results in medical records. Responsible for care planning and entering, collecting, analyzing and reporting data. Match laboratory requisition forms to specimen tubes. Dispose of contaminated sharps, in accordance with applicable laws, standards, and policies.

**Minimum Qualifications (Education and Experience):** Medical Assistant certificate or comparable previous work-related skills, knowledge or experience is preferred.

**Knowledge, Skills and Abilities (KSA's):** Knowledge of principles and processes for providing personable customer service. Includes patient needs assessment, meeting quality standards for services and evaluation of patient satisfaction. Knowledge of medications, immunizations, communicable diseases, CPR, and other related nursing procedures. Active listening, good communication skills and social perceptiveness. Ability to work independently and as a team player. Ability to meet the standards and metrics of the patient centered medical home model and quality improvement measures.

**Supervision:** N/A



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**Physical and Environmental Demands:** Work is performed in an office and clinic setting; stands, walks with intermittent sitting; reaches for and uses writing instruments and keyboard; reads reports and other written materials; extensive use of telephone and oral communication with the public and coworkers; stoops; bends; kneels; reaches for; picks up; and pushes or pulls; ability to lift up to 30 pounds.

**Special Requirements:** Performs duties in the deliverance of health services. Hazardous risks may include exposure to infected body fluids, sharp instruments and chemicals, requires adherence to universal safety precautions.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.
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**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
<b>CEO/COO Review</b>	<b>Title</b>	<b>Date</b>

My signature below indicates that I have read this job description.

<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title:** Medical Assistants/Phlebotomist

**Job Code Number:** 31-9092/31-9097

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

**FLSA Status:** Non-Exempt

**Other:**

**Human Resources:**

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**Signature**

**Title**

**Date**