



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:** Medical Assistant

**Department:** Medical

**Supervisor:** Director of Operations/ CMO

**Salary:** w/Credentials \$39,260 - \$56,611.26

w/o Credentials \$34,055 - \$55,975.37

**Job Overview:** The Medical Assistant is responsible for administrative and clinical duties under the direction of the medical providers. Administrative duties may include clerical work, scheduling appointments, sending/receiving referrals, maintaining medical records, billing and coding information for insurance purposes. Clinical duties may include taking/recording vital signs and medical histories, preparing patients for examination, entering patient data and information into the electronic medical record system and analyzing performance measure data to ensure compliance. Deal with sensitive information and maintain strict confidentiality.

**Essential Functions (Major Duties or Responsibilities):** Maintain accurate, detailed reports and records. Responsible for care planning, entering, collecting, analyzing and reporting data. Rooming patients, recording patients' medical information, vital signs, telephone calls, and medication refills. Completing pre-visit planning prior to patient's appointments and updating medical providers to the needs of each patient. Prepare treatment rooms for patient examinations. Assist clinical staff perform medical procedures. Collect biological specimens from patients, process, enter results. Match laboratory requisition forms to specimen tubes. 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. Dispose of biomedical waste and/or contaminated sharps, in accordance with applicable laws, standards, and policies. Other duties as assigned.

**Minimum Qualifications (Education and Experience):** Medical Assistant license or comparable work-related skills, knowledge and experience are preferred. Valid driver's license by the State of Montana.

**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

**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 delivery of health services. Hazardous risks may include exposure to infected body fluids, sharp instruments, and chemicals, requires adherence to universal safety precautions.



**BULLHOOK**  
Community Health Center

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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.

**Signatures**

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

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>CEO/COO Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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