

PYRAMID LAKE PAIUTE TRIBE

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**JOB ANNOUNCEMENT**

**MEDICAL ASSISTANT**

Pyramid Lake, NV

\$15.07 - \$15.84 Per Hour, Full-Time

Non-Exempt CL 327, Gr 16, Step 1-3 DOE

**Date Posted: 12/04/2018**

**Date Closed: 12/18/2018**

JA18-087

**DEFINITION:** Responsible for assisting providers in front and back office procedures. Provides a direct liaison between provider and patient making certain that patient questions or concerns have been addressed by the appropriate provider. Provides direct patient care.

**DUTIES & RESPONSIBILITIES:**

Use professionalism and diplomacy interacting with patients of all ages, their families, physicians, medical office staff and other health care providers in the accurate collection of demographic and clinical information in person or via telephone interviews. Answer and return patient phone calls.

Provide care based on physical, motor/sensor, psychosocial, and safety appropriate to the age of the patient served and meet the standards of quality.

Keep abreast of all standards to assure compliance with federal, state and local regulatory agencies; and, ensure compliance with federal, state and local regulatory agencies including third-party reimbursement requirements.

Triage scheduled patients, document vital signs as per Clinic guidelines, and obtain patient health histories. Update medical information in the patient file, and prepare patients for exam.

Collect, prepare, and document lab specimens/blood draws for send out. Collect, prepare, and document in-house CLIA waived laboratory tests.

Administer and document Immunizations.

Perform EKGs and X-rays.

Provide and document patient education/explain procedures.

Provide and document direct patient care and assist medical providers during procedures.

Observe thermostats on storage units to confirm that temperature remains constant and within prescribed guidelines.

Clean instruments after a procedure and prepare them for sterilization. Clean and prepare exam rooms after each use. Maintain and stock exam rooms with medical supplies.

**DUTIES AND RESPONSIBILITIES: (Cont.)**

Document all patient encounters appropriately in the Electronic Health Record (EHR) to ensure the Clinic is meeting Meaningful Use measures and Government Performance and Results Act (GPRA) national standards.

Schedule or coordinate follow-up patient appointments.

Perform any other duties as assigned or requested.

**MINIMUM QUALIFICATIONS:**

Knowledge of: principles and practices of nursing; preventative medication; and infection control; human body anatomy and physiology; laboratory and x-ray procedures and equipment sterile techniques and procedures; Privacy Act of 1974 that mandates complete confidentiality of administrative, medical and personnel records; HIPPA requirements; computer operations in a medical environment; business practices in a medical environment; medical terminology; Pyramid Lake Tribal Health Clinic and IHS policies and procedures; and, cultural and community factors.

Skilled in: interpersonal communication; organizing, prioritizing and coordinating work activities; using initiative and sound independent judgment within established guidelines; interpreting and applying rules, regulations and policies; and, effective interviewing techniques to obtain sensitive information.

Ability to: adjust to change, work pressures, or difficult situations; understand and follow instructions provided by telephone or in-person; solve problems; work independently within a team concept; compile and write reports from various documents; review a variety of schedules and analyze data printout reports; establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels; effectively express oneself in oral and written communications; operate a computer and working knowledge of word processing, database and spreadsheet software packages; handle multiple tasks and work efficiently under pressure of deadlines, conflicting demands, and emergencies; maintain strict confidentiality of patient information; maintain objectivity and freedom from prejudice and exercise judgment and understanding in all matters; provide consultation with various professionals, para-professionals, and community members; provide support to accomplish department goals and objectives; exhibit a high level of tact, sensitivity, courtesy and understanding; accurately obtain and document all vital signs; work in a diverse minority environment; represent the organization in a professional manner, building respect and confidence; communicate and provide services to Native American clientele; and, observe and learn cultural norms.

Must favorably pass a character background investigation with fingerprint clearance.

**REQUIRED EDUCATION AND EXPERIENCE:**

Must have a High School diploma or GED. Must have certification from a Medical Assisting Program accredited by either the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES). One year of medical office experience.

Must possess the Health Care Professional CPR Certification and Basic First Aid.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or, by calling the Human Resources Office at (775) 574-1000, extension 1119/1120. [www.plpthumanresources.org](http://www.plpthumanresources.org)

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

***Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.***