

**INGHAM COUNTY
JOB DESCRIPTION**

CLINICAL ASSISTANT/TECHNICIAN I

General Summary:

Under the supervision of a clinic coordinator, assists health care providers with examinations and procedures to ensure an expeditious flow of patients through the clinic and conducts various tests to identify health problems in county residents. May determine eligibility for clinic services. Tasks include conducting initial interviews, preparing clients for examinations, administering standardized tests, and recording results.

Essential Functions :

1. Receives clients and their families at a clinic or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.
2. Prepares clients for examination by escorting them to examination rooms taking complaints and symptoms and taking vital signs including temperature, blood pressure , and pulse. Measures height and weight, and records vital statistics on client charts. Maintains and updates existing client's file as needed.
3. Arranges for specialized testing, medical procedures and specialist referrals. Completes necessary paperwork, contacts specialist's offices, hospitals, labs or other facilities to make appointments. Contacts client or caregiver to inform them of appointment. Completes paperwork, mails copies to clients or caregivers and refers to proper personnel to complete referral authorizations as needed.
4. Administers standardized tests such as development screening, EKG's, and visual/hearing tests to identify health problems.
5. Assists health care professionals conduct physical examinations. May restrain patients, as necessary.
6. Collects specimens such as blood, urine and throat swabs or receives such samples and conducts routine tests on them using centrifuge and other volume analysis methods or prepares them to be sent to outside laboratories. Performs routine urinalysis testing.
7. Records results of tests retesting as necessary, to verify findings and follow-up on children suspected of having problems.

8. Order materials, supplies, medications, vaccines, test kits and other items needed to operate a clinic. Cleans examination rooms according to established protocols.
9. Cleans equipment and keeps screening area free of clutter and obstructions. Calibrates equipment to ensure it is operating within specifications.
10. Assists other support staff as necessary and performs a variety clerical, record keeping and account keeping assignments.

Other Functions

11. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.
12. May transport documents, supplies, equipment, and other materials to various clinic locations.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Possession of high school diploma or equivalent. Prefer graduation from a recognized Medical Assistant program.

Experience: Six months experience in a clinic setting.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements

[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Stooping and bending to examine patients and assist health care providers during procedures.

Ability to access office files.

Ability to enter and access information using a computer.
Ability to operate testing equipment.

Working Conditions:

Works in office conditions. May travel throughout the county to work in clinics.
May be exposed to communicable diseases, blood, and other bodily fluids.

*Updated June 2009
UAW Position*

