

Certified Medical Assistant

REPORTS TO: Director of Services

SUPERVISES: No One

STATUS: Non-Exempt- refer to personnel policies for detailed explanation.

JOB OBJECTIVES: Ensure that the State regulations and standards are followed in implementing care and documentation to clients receiving Medicaid waiver and Department of Health services; evaluate, advise/recommend, document, implement and follow up on client medical needs.

ESSENTIAL JOB FUNCTIONS:

- Communicate health and safety related information, verbally and in writing, with supervisor, LPN, co-workers, case managers, clients, client families, guardians, physicians, pharmacists, etc.;
- Review and monitor all medications, record changes of meds for all individuals on case load and assure that meds sheets are completed, updated, and distributed in a timely fashion;
- Review medication books and medication administration records for individuals on case load ensuring compliance with JRDS Policy and State regulations at least quarterly;
- Pick up, verify and distribute medications to individuals on case load;
- May accompany clients to specialist appointments as requested;
- Deliver health education to clients as indicated in ISP goals and objectives and/or as necessary;
- Schedule, administer and read TB test for assigned staff;
- Become certified to train CPR and First Aid, perform training as needed;
- Obtain and enter vitals into quantum once monthly and as needed;
- Assist with pharmacy reviews, making sure that all questions are answered by pharmacist and ensure that the homes get their meds returned;
- ??Train on client specific risk plans
- Send Pharmacy all signed 90-day recerts as they are obtained;
- Request lab results from Lab and fax to Pharmacy as needed;
- Enter lab results into Quantum;
- Gather all information for on-site mental health appointments: Lab reports, weights, vitals and ensure client is available for apt time;
- Communicate with pharmacy for refills on medications as the requests are made from home managers or designated staff;
- Assist in checking in monthly meds and that the meds are delivered to the homes.
- Assist with monthly orientation on CORE A & B Gather packets, tests, supplies and grade tests and give them to Administrative Assistant for the new employee's files;
- Ensure that all clients doctor's appointments, vision, dental and annual physicals are up to date and entered into quantum within 24 hours. Attach summaries and any labs or x-rays;
- Communicate with home managers to ensure that all PRN meds are up to date, not expired and that clients have an adequate supply before weekends and holidays.
- Weekly skin checks on all clients and report new areas to the nurse
- Participate, as requested, on JRDS committees;
- Attend all QA/QI Committee Meetings as requested;
- Chart and maintain medical file for all individuals on case load; review client's needs and progress assessments, review data to ensure accurate documentation & compliance with applicable regulations monthly & put in Quantum;
- Take behavioral medication changes before the Human Rights Committee (i.e. increases beyond therapeutic level, additions, etc.); Compile a list of discontinued, outdated and extra medications monthly, deliver them to Jay County Health Department for disposal, obtain signatures and file documentation;
- Attend in-service training and other job-related training as required;
- Act as JRDS representative in appropriate community health activities;
- Serve as client advocate to ensure clients' civil and human rights are protected;
- Follow JRDS Client Information Privacy & Security policies and procedures;
- Follow JRDS Personnel Policies & Procedures;
- Perform any other duty within the scope of the job as assigned by the supervisor;

CRITICAL SKILLS/KNOWLEDGE/ABILITIES:

- Thorough knowledge of procedures used to perform duties;
- Thorough knowledge of federal and state regulations, source materials and references relating to and governing the residential program;
- Thorough knowledge of universal precautions;
- Understanding of specific behavior management techniques and methods as trained;
- Ability to multitask and prioritize duties;
- Ability to teach/train and convey principles, theories and methods;
- Ability to effectively communicate verbally and in writing;
- Ability to develop and maintain effective, cooperative, and productive work relationships with supervisor, co-workers, clients and the general public;
- Ability to anticipate problems and initiate corrective action;
- Ability to make practical application of policies/procedures to assigned tasks;
- Ability to write, complete, and maintain required paperwork;
- Ability to perform and provide CPR and first aid as needed;
- Ability to legally operate a motor vehicle;

JOB STANDARDS: Formal education required; and must possess a current license to practice as Certified Medical Assistant in the State of Indiana. Related work experience or training preferred. Excellent work references required. Sign language would be beneficial.

EQUIPMENT: Must be able to operate modern office equipment such as telephone, computer/printer, copier, fax, calculator and other required program/medical equipment.

RESPONSIBILITY: Responsible for compliance reporting and health coordination for clients. Work is guided by policies, which are discussed with supervisor as required, and work is reviewed for its overall impact.

HEALTH AND SAFETY: Assure health and safety of self and others by following all applicable agency policies, laws, and regulations. The following policies apply: posted health and safety policies, Universal Precautions, Emergency Action Plan; however, this list is not all-inclusive and may be changed as required. All staff are evaluated on health and safety, and will be disciplined for violating policies. Must participate in required training, which may include appropriate agency drills (i.e. fire, tornado, evacuation, etc.).

PERSONAL RELATIONSHIPS: Duties are performed alone, assisting LPN, or directly with clients, client families, supervisor, co-workers, and the general public in a cooperative effort in achieving objectives and answering questions.

PHYSICAL EFFORTS: Duties are performed with minimal physical effort requiring good hearing, good communication skills (both speaking orally and ability to write), and vision. Position requires ability to lift objects and/or individuals. Must be free of active communicable diseases in order to perform duties, and must be willing to submit to any testing associated with the detection of such diseases.

WORKING ENVIRONMENT: Duties are performed in various settings, agency homes, client homes, and in an office environment. May be exposed to physical aggression, differing values and style of communication.

WORKING ATTIRE: Conventional business attire is to be worn when representing the agency in meetings or the public. Clean, casual attire appropriate within internal facility environment. Agency dress code should be followed per the Personnel Policies.

Signatures below indicate review of the job description

Employee

Date

Supervisor

Date