HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Certified Medical Assistant

Job Code: W0807
Pay Grade: WG
Pay Scale: $18.76-$28.50 Hourly; $39,020.80-$59,280.00 Annually
Exempt: No

OVERVIEW

Perform patient health care duties in the Sheriff's Office Occupational Health and Wellness Center.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Perform clinical intake with patients to include taking and recording vital signs and patient history.
- Assist medical providers, clinical staff with patient medical care and procedures.
- Perform screening and diagnostic testing.
- Perform specimen collection including phlebotomy, urine collection, and proper handling and labeling of specimens for laboratory analysis.
- Complete occupational health testing including such services as urine drug screens, breath alcohol testing, and physicals.
- Dispense medications and administer vaccines and treatments as directed by providers.
- Assist with wound care and medical procedures.
- Assist with various medical programs including vaccination programs.
- Clean exam/procedure rooms, instruments and equipment between patient visits to maintain infection control.
- Maintain clinical supplies and equipment, and ensure proper storage of biohazards.
- Proper, concise and complete EMR documentation and paper based documentation for all assessments and procedures
- Receive and direct phone calls, schedule appointments, check-in patients, obtain necessary patient information to file and update patient records, and ensure all forms and consents are completed by patients.
- Maintain annual training requirements.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of medical office policies, procedures, and practices.
- Considerable knowledge of English grammar, punctuation, and spelling.
- Working knowledge of medications, drugs, and narcotics and their effects.
- Knowledge of computerized information systems (EMR) used in clinical management settings.
- Knowledge of federal, state and local laws and regulations including OSHA and HIPAA requirements
- Knowledge of current medical documentation requirements.
- Ability to work under stressful conditions.
- Ability to follow established procedures.
- Ability to collect, organize, and evaluate data and develop logical conclusions.

- Ability to use a computer and related software.
- Proficiency in Microsoft Office.

SKILLS

- Medical Equipment
- Nursing Assistance
- Clinical Procedures
- Patient Satisfaction
- Medical Office Technology
- Patient Care
- Medical Billing
- Vital Signs
- Medical Reception
- Patient Charting

WORKING CONDITIONS

- Work in a medical facility within a law enforcement agency.
- Elevated risk of exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in moderate physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials up to 25 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Graduate of an accredited Medical Assistant program.
- Current Medical Assistant certification.
- Two years of direct patient care experience performing medical assistant clinical duties in an urgent care, physician practice, or emergency room setting.
- Possession of a valid Cardiopulmonary Resuscitation (CPR) and/or Basic Life Support (BLS) Certification.

ADDITIONAL JOB REQUIREMENTS

- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face. Tattoos on hands, neck, or arms must be covered with white, black, or neutral colored covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 24 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-

mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Experience in an outpatient setting.
- Experience in an occupational or employee health setting.