Position: Medical Assistant II
Salary Range: $14.40 - $17.58 hourly; $1,151.77 - $1,406.08 bi-weekly.

Kern Medical strives to recruit the highest quality candidates, resulting in a high performance workforce that consistently delivers quality patient care.

Career Opportunities within Kern Medical for qualifying positions include many benefits such as:
- **New Hire Bonus**: For select positions.
- **New Hire Premium**: +6% of base rate of pay matched up to 6% if contributed to Deferred Compensation Plan.
- **Shift Differentials**: varies per classification.
- **A Comprehensive Benefits Package**: includes Holidays, Vacation, Medical, Dental, Vision and Life Insurance.

Job Description

Under general supervision of either a licensed physician or podiatrist, OR a physician assistant, nurse practitioner, or nurse midwife, under the physician's or podiatrist's written instruction, performs routine, specialized and complex medical assistant tasks related to the care and treatment of patients in an outpatient clinic setting.

DISTINGUISHING CHARACTERISTICS:

Medical Assistant II is the journey level in the Medical Assistant flexible classification series. Incumbents perform the full range of Medical Assistant duties in an outpatient clinical setting. The Medical Assistant II is distinguished from the Medical Assistant I by performance of the more responsible, complex assistant duties.

Essential Functions:

- Escorts patients to exam rooms; prepares patients for exam and treatment; takes and records vital signs and other necessary measurements; records chief complaint and allergies.
- Administers immunizations and medications; and performs office testing and treatments, as ordered by the provider; and collects, prepares, and transports specimens for laboratory testing.
- Applies and removes bandages and wound dressings; removes sutures and/or staples from superficial incisions or lacerations.
- Assists provider with exams, procedures, and minor surgeries; and acts as chaperon, as needed.
- Uses universal blood and body fluid precautions at all times and personal protective equipment as needed.
- Applies orthopedic appliances.
- Performs ear lavage.
- Acts as liaison between provider and patient.
- Answers incoming telephone calls, documents all telephone encounters in the medical record.
- Prepares and processes necessary forms for referrals and eligibility.
- Cleans and disinfects equipment, exam rooms, and storage areas.
- Orders supplies and stocks patient care areas.
- Submits requisitions for needed maintenance and repairs.
- Obtains and organizes patient medical records; including lab, x-ray, referral, and other needed reports.
- Performs urine pregnancy testing.
- May serve as lead, to include training and mentoring of staff.
- Performs other related duties as required.

**Employment Standards:**

High School Diploma, G.E.D. or equivalent and graduation from an accredited medical assisting program **AND** three (3) years of medical assisting experience in a medical office setting to include medical office procedures and treatments.

Must possess and maintain the following clean and clear certifications:

- Current American Heart Association Healthcare provider Basic Life Support (BLS) card.
- Certified Medical Assistant, through the American Association of Medical Assistants, American Medical Technologists or California Certifying Board of Medical Assistants.

Some assignments may require: Basic Dysrhythmia certification.

**Knowledge of:** A variety of techniques, methods, procedures, and equipment utilized in patient care; medical terminology and metric measurement.

**Ability to:** Utilize patient care techniques, methods, procedures, and equipment; maintain effective relations with medical staff and the public; follow written and oral instructions; react competently in emergency situations; read and record medical terminology and metric measurement; maintain medical records; work with minimum supervision; and train and mentor staff.

A background check will be conducted for this classification.