



**MEDICAL ASSISTANT**  
Seattle Reproductive Medicine

**POSITION DESCRIPTION**

**OVERVIEW:** Promotes and restores patient health by assisting in the nursing process, and supporting physicians and multidisciplinary team members.

**SCOPE:** This is a non-exempt position reporting to the Clinical Manager.

**I. ESSENTIAL FUNCTIONS:**

(In compliance with the American with Disabilities Act, ADA, this description identifies the essential components of the job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of these essential functions will be given careful consideration.)

**Clinical / Technical**

- a. Sets up, stocks, and maintains supplies for the blood drawing stations.
- b. Performs phlebotomy using proper technique and universal precautions.
- c. Cleans and cares for all equipment according to OSHA guidelines.
- d. Ensures lab specimens are sent to proper labs.
- e. Documents patient care services utilizing daily logs, patient records, and appropriate outside laboratory forms.
- f. Utilizes the computer in entering labs and printing labels. Ensures orders for lab work are in place. Contacts primary nurse for order if needed.
- g. Performs semen washes and sets up for IUI's as needed.
- h. Assists with morning monitoring as needed: sets up room for procedures; assists physician or ultrasound technician as needed; takes vital signs; obtains patient height and weight if needed; assists with IUIs, endometrial biopsies, ultrasounds, or other procedures as needed; cleans and stocks rooms; cleans and cares for equipment according to OSHA guidelines; assists in maintaining medical records.
- i. Maintains safe and clean working environment by complying with procedures, rules, and regulations, and calling for assistance from other health care support if needed.
- j. Authorized to receive and disseminate lab results from in-house and outside laboratories to the patient's. RN for review and follow up as necessary.
- k. Enters lab work results from outside labs into the electronic medical record as directed.
- l. Communicates results to patients via call backs under the supervision of the nurse.
- m. Assists as scrub technician or circulating technician in the OR as assigned. Knowledgeable of proper aseptic technique and set up/use of equipment.

**Patient Interaction**

- a. Comforts patients by anticipating anxieties, answering questions, providing support.
- b. Provides patient education regarding clarification of physician instructions, medication instruction, and anticipatory guidance under the supervision of the nurse.
- c. Schedules appointments for patients as needed.
- d. Assures quality care by adhering to therapeutic standards; follows physician practice and nursing division philosophies, as well as standards of care set by the state and other governing agency regulations.
- e. Assures customers are greeted with prompt attention and caring attitude.
- f. Takes responsibility for pursuing patient complaints in a customer service orientated fashion.
- g. Participates in resolving patient problems and needs if necessary.

**Team Interaction**

- a. Acts as an active participant on teams giving input and ideas, treating other team members with respect.
- b. Assists Nursing Department staff, or other departments, as needed.
- c. Covers weekends and holidays as assigned.
- d. Directs patients to financial department for assistance.
- e. Attend meetings as requested or notifies organizer if unable to attend.
- f. Assist with maintaining computerized patient charts.

- g. Demonstrates effective use of the Incident reporting system to route concerns and opportunities for improvement.
- h. Identifies improvement opportunities and participates in resolving problems identified.

**Professional Development**

- a. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- b. Seeks educational or enrichment activities to meet learning needs.

**Reliability**

- a. It is an essential function of this position to report to work on time for your scheduled hours, ready for work.

**II. SCOPE OF FINANCIAL RESPONSIBILITY:**

- a. Directs patients starting services to finance department.
- b. Uses and orders supplies with cost consciousness in mind.
- c. Makes suggestions to reduce cost.
- d. Reports supplies needed to the appropriate person so that running out can be avoided.

**III. PHYSICAL DEMAND AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical Demands:* While performing the duties of this job, the employee is occasionally required to stand; walk; sit ; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

**IV. EDUCATION AND EXPERIENCE:**

- High School Diploma or equivalent. Completion of Medical Assistant Training Program required.
- Ability to obtain a Health Care Assistant License through the Department of Health.
- Minimum 1 year's experience as a Medical Assistant, preferably in Women's Health.
- Ability to access, input, and retrieve information from a computer.
- Knowledge of office procedures and office machines (i.e. computer, fax, copier, etc.).
- Ability to work as part of a multi disciplinary team.
- Ability to communicate accurately and concisely.
- Excellent interpersonal skills
- Demonstrated expertise in continuous quality improvement, customer service, and team building.

All Integrated America employees must perform their respective functions to ensure the patient/customer has the most positive experience at every point of contact with our Company/practice.

This job description is not meant to be an all-inclusive statement of every duty and responsibility required by the job holder. IntegraMed America hopes each job holder can react to reasonable change productively and handle other tasks assigned.

IntegraMed America is a multi-site corporation. There may be times you are requested to participate in assignments at other sites. Without causing undue hardship or significant personal inconvenience, IntegraMed America proposes a solid team approach to our availability regarding the need and development of all our programs.

Job Description Accepted:

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Employee Signature/Date