

**Certified Medical Office Assistant  
North Carolina A & T State University**

Direct Link: <https://www.AcademicKeys.com/r?job=135020>

Downloaded On: Feb. 17, 2020 8:14pm

Posted Dec. 13, 2019, set to expire Apr. 13, 2020

<b>Job Title</b>	Certified Medical Office Assistant
<b>Department</b>	Health Services Nursing
<b>Institution</b>	North Carolina A & T State University Greensboro, North Carolina
<b>Date Posted</b>	Dec. 13, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Services
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**Job Description**

**Minimum Experience/Education**

Demonstrated possession of the competencies necessary to perform the work.

Necessary Special Qualification Requirements – Some positions may require registration as a Nurse Aide by the North Carolina Board of Nursing, or certification through the American Association of Medical Assistants (AAMA).

**Preferred Years Experience, Skills, Training, Education**

Demonstrated possession of the competencies necessary to perform the work.

Necessary Special Qualification Requirements – Some positions may require registration as a Nurse Aide by the North Carolina Board of Nursing, or certification through the American Association of Medical Assistants (AAMA).

If no applicants apply who meet the required competency level and training and experience requirements, then management may consider other applicants. Salary would be determined based on

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competencies, equity, budget, and market considerations.

### Required License or Certification

Certification through the American Association of Medical Assistants (AAMA).

### Position Overview

#### Primary Purpose of Position

The primary purpose of this position is to perform basic patient care tasks, supportive counseling and a variety of treatments. Direct patient care duties include physical and personal care, assisting patients with activities of daily living, and performing routine treatments, under the close supervision of a Professional Nurse or Physician. Positions may also clean and maintain the patient care environment, perform routine clerical functions, and transport and move patients. Positions may obtain and record pertinent health information, maintain patient data and reports, and provide information to individuals and families.

#### Primary Function of Organizational Unit

The Mission of the Student Health Center is to provide patient centered, holistic health care services to the students of North Carolina Agricultural & Technical State University.

Our services are rendered in accordance with evidence-based practices and medical guidelines which help to improve the students' physical and mental well-being. Through our care, we aim to prevent or reduce student time lost from academic and extracurricular activities. Our educational programs aspire to engage our students and provide information and resources to enhance their lifestyles and reinforce behavior that will sustain them far beyond their matriculation through North Carolina A&T State University.

Our intent is to improve the quality of life for the North Carolina A&T State University community. The consummate goal of the Student Health Center is to maintain healthy students and a healthy student environment in which our students can achieve their educational goals.

Work Hours 8:00 am to 7:00 pm ; Monday- Friday/variable

#### Key Responsibilities and Related Competencies

Required Competency Communication - Verbal/Written

#### Duties

Recognizes emergency situations and implements emergency procedures according to clinic guidelines.

Administers first aid, CPR, and maintains emergency equipment and supplies.

Follow established protocols for laboratory data collection.

Orders, stocks, maintain exam rooms and clinic areas with standard levels of supplies, medications, linens, nourishment's, forms and equipment.

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Recognizes patient care trends affecting unit supplies and notifies charge nurse.  
Operates clinical equipment according to equipment procedures including safety and quality control checks.  
Applies full knowledge of appropriate laboratory techniques, equipment and terminology.  
Applies full knowledge and skill in the use of laboratory equipment.  
Maintains and calibrates less sophisticated equipment; establishing and/or monitoring quality control.  
Performs tests to include a variety of the following: hematocrits, urinalysis by dipstick and microscopic analysis, blood sugar, and pregnancy test.

### Key Responsibilities and Related Competencies

#### Required Competency Knowledge - Technical

##### Duties

Applies medical knowledge, including terminology, anatomy, physiology, behavioral science, immunization law, immunization administrative techniques, medical law and ethics.

Possesses administrative knowledge, including medical records management, collections and insurance processing.

Utilizes clinical knowledge, including examination room techniques, pharmacology and laboratory procedures.

Completes assigned project in an accurately and a timely manner.

Recognizes emergency situations and implements emergency procedures according to clinic guidelines.

Administers first aid, CPR, and maintains emergency equipment and supplies.

### Key Responsibilities and Related Competencies

#### Required Competency Client/Customer Service

##### Duties

Administer immunizations / injections in clinic.

Perform laboratory services and basic lab test.

Confirms and clarifies written orders prior to implementation of delegated tasks.

Receives patients presenting to the laboratory and on the telephone.

Assist with communication patient needs to a multidisciplinary health care staff.

Maintains files on patient's medical/dental records involving laboratory tests results, appointments, and physicians, and nurses diagnosis.

Takes application for new patients, which includes obtaining some personal and medical history from patient; determining the eligibility of patient as outlined by departmental policies and giving the patient the exact date and time of appointments.

Provides chair side assistance to patients and ensure instruments are ready for use.

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Makes telephone calls for nurses on those family planning patients needing visits according to departmental procedures.

Provides information, as directed to them by professional personnel to health services recipients.

Contacts patients by phone or letter regarding tests results, interviews and overdue appointments.

Escorts patients to their destination within the department.

Sets up room and exam stations and has all needed supplies ready for use during the clinic.

Assists physicians and nurses with standard nursing assignments and laboratory functions such as setting up equipment, performs EKG's, simple hemoglobin and urinal tests, assists physician with pelvic examinations and performs other standard laboratory tests.

Interprets doctors' orders and diagnosis.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**