

Medical Assistant II



Jane Phillips Independence Bldg - Independence, KS

The Medical Assistant II assists with the examination and treatment of patients under the direction of a physician.

Responsibilities:

- Assists with treatments ordered by physician as supervised by physician or registered nurse. Performs select clinical duties.
- Interviews patients, measures vital signs, and records information on patients' charts. Prepares treatment rooms for examination of patients.
- Performs basic clerical duties including answering the phone, maintaining records, and filing.
- Performs basic materials management functions to include ordering and stocking of supplies. Assists with maintaining a clean and orderly environment.
- Administers medications including injectables according to approved procedures and provider instructions. Documents administration in patient's chart.
- Collects and packages specimens for lab processing. Performs routine office lab tests, EKGs, X-Rays, and other procedures as ordered. Instructs patients regarding preparation for tests and signing consent forms when necessary.
- Applies casts, splints, dressings, performs audio and visual testing, etc. as ordered by medical provider.
- Complies with regulatory agency standards including but limited to: CLIA, OSHA, and Joint Commission. Participates in in-service programs as needed. Follows infection controls and safety policies.

Required Credential(s):

BLS Healthcare Provider obtained within 1 Month (30 days) of hire date or job transfer date.

Medical Assistant Certification/Registration required by hire date or job transfer date.

High School or GED required

To apply, go to our Employment page at www.stjohnhealthsystem.com.

Or apply via one of our Employment Kiosks in the following locations:

In Human Resources located at 1802 E. 19th St., Tulsa, OK 74104.