

**MAVERICK COUNTY HOSPITAL DISTRICT  
JOB POSTING**

**JOB TITLE:** MEDICAL ASSISTANT  
**DEPARTMENT:** URGENT CARE CLINIC  
**STATUS:** FULL-TIME  
**REPORTS TO:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

W. Manille 3/11/24

**SUMMARY:** Responsible for assisting Specialists as per established patient care protocols and procedures by performing a variety of medical assistant functions. Assists in examination and treatment of patients under the direction of a physicians or other healthcare provider. Interviews patients, measures vital signs (ie, pulse rate, temperature, blood pressure, weight and height) and records information on patient's charts. May be required to draw and collect blood samples from patients and prepare specimens for laboratory analysis. Prepares treatment rooms for examination of patients. Performs moderately complex work and works under general supervision with limited use of initiative and independent judgment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Processes new or established patients in a timely and satisfactory manner.
2. Records vital signs, current complaints, and pertinent history of all patient's charts.
3. Timely transfers patients in examination rooms.
4. Assists the provider in the treatment of patients as per approved protocols.
5. Performs phlebotomy as requested by provider.
6. Administers injections as requested by provider.
7. Provides patient education, applicable preventive services by protocols, making the appropriate documentation and ordering the education/information literature for patients.
8. Prepares examination rooms and instruments with sterile tray setup.
9. Cleans and sterilizes instruments as per approved protocols.
10. Cleans examination rooms as required.
11. Reviews clinical data on patients and arranges them properly in patient's charts.
12. Will make all lab/x-ray results available in patient's chart for provider acknowledgment and follow-up.
13. Maintains the stock of supplies, instruments in examining rooms and orders medical supplies as required
14. Collects pharmacy supplies.
15. May perform receptionist duties as per approved protocols as assigned to include greeting patients courteously and making appointments.
16. May perform other duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduate or its equivalent: graduate of an accredited Medical Assistant Program with one year of experience or three years of related experience.

**Applications may be obtained at:  
3406 Bob Rogers Dr., Ste.250, Eagle Pass, TX.**

**Please contact Valerie Salinas for more information at (830) 757-4990 Ext. 4960**

*The MCHD is an Equal Employment Opportunity Employer. We comply with all local, state and federal civil rights and equal employment laws and regulations.*