



Marshall B.
KETCHUM UNIVERSITY

Medical Assistant / Limited X-Ray Technician

JOB SUMMARY

We are searching for a reliable Medical Assistant to perform various office and clinical duties to keep our healthcare practice running efficiently. Our Medical Assistant will work directly with healthcare practice staff to collect test samples, maintain patient records, explain common medical procedures to patients and assist in basic examinations. As a Limited X-Ray Technician, he/she will perform diagnostic radiographic services allowed under the license.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PATIENT CARE - Essential Function 1 (75-85%)

- Observes universal precautions while performing/assisting office procedures.
- Prepares patients and facilities for exams or procedures.
- Collects or assists with specimen collection, labeling as appropriate.
- Completes injections, blood draws, EKG tests, skin tests, and other tests as directed.
- Administers medications under the supervision of the Physician, PA or NP.
- Accurately performs requested diagnostic tests in the clinical area. Ensures an effective and efficient flow of patients. Accurately takes and records vital signs, documenting appropriately. Acts as a liaison with the patient and physician.
- Assists provider with discharge instructions and patient education.
- Acts as Data Steward by following appropriate procedures regarding requests, access and disclosure of PHI in accordance with HIPPA regulations, and takes necessary precautions to prevent unauthorized access.
- Performs diagnostic radiographic services allowed under a Limited X-Ray technician license including chest, spine and extremities.
- Positions patients and adjusts settings to limit radiation exposure while producing high-quality diagnostic images.
- Maintains radiology records database.
- Coordinates dosimeter collection and radiation exposure metrics.
- Maintains Limited X-Ray technician license and continuing education requirements for the California Department of Health Services.

FRONT OFFICE BACK UP - Essential Function 2 (15-25%)

- Answers incoming phone calls, maintains records, prepares reports and updates patient files.
- Reads messages, clarifies patient requests / information, and forwards to physician.
- Follows up with patient in accordance with physician direction.
- Appropriately schedules, reschedules, cancels or confirms patient appointments.
- Reviews and verifies medical coverage and determines patient eligibility.
- Makes financial or payment arrangements as necessary.
- Counsels patients regarding insurance and eligibility.
- Accepts and processes payments when necessary.

QUALIFICATION REQUIREMENTS

The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate effectively with patients and staff from diverse backgrounds.
- Ability to maintain a work pace appropriate to the workload.
- Ability to correspond with patients via electronic and telephonic means in a prompt and efficient manner.
- Excellent written and verbal communication skills in English.
- Must possess the skill, knowledge and ability essential to the successful performance of assigned duties including understanding of medical terminology.

EDUCATION AND/OR EXPERIENCE

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

Required:

- Two years healthcare experience required, preferably in outpatient primary care
- High School degree or general education degree (GED)
- Current Medical Assistant certificate
- Current CA Limited X-Ray Technician license
- Minimum 6 months experience working with an Electronic Medical Record system.

ABOUT THE ORGANIZATION

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and will award a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

BENEFITS

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU (www.ketchum.edu).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume to humanresources@ketchum.edu . Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.