

## **DIVISION SCOPE OF SERVICE**

<b>Division: MOUNTAIN</b>
<b>Classification: MEDICAL ASSISTANT</b>
<b>Applicant Name:</b>

  

<p><b>Medical Assistant:</b> The Medical Assistant must have equivalent qualifications, competence and function in the same role as employed individuals performing the same or similar services at the facility, as defined by facility job description.</p> <p><b>Definition of Care or Service:</b> The Medical Assistant assists physicians or unit nurse with use of the facility specific medical record and surgical procedures. Scope of Service may include:</p> <ul style="list-style-type: none"> <li>• Assists the physician or unit nurse in navigating the facility specific medical record for the location of patient information</li> <li>• Maintains and secures patient data and records</li> <li>• Make rounds in conjunction with supervising physician</li> <li>• Inputs orders and charges into system and assists physician with reports</li> <li>• Patient consultation/instruction</li> <li>• Observation of deliveries</li> <li>• Administrative duties may include:               <ul style="list-style-type: none"> <li>○ Answering phones</li> <li>○ Greeting patients</li> <li>○ Ordering supplies</li> <li>○ Printing required reports/lab results</li> <li>○ Scheduling appointments</li> </ul> </li> <li>• Placement and after-care arrangements for patients</li> <li>• Preparing patients for examination</li> <li>• Collecting and preparing laboratory specimens</li> <li>• Assisting the physician during exams</li> <li>• Preparation of medications prescribed by physician</li> <li>• Demonstrates Clinical and Service excellence behaviors to include code of HCA Healthcare conduct core fundamentals in daily interactions with patients, families, co-workers and physicians.</li> </ul>
<p><b>Setting(s):</b></p> <ul style="list-style-type: none"> <li>• Healthcare facilities including but not limited to hospitals, outpatient treatment facilities, imaging centers, and physician practices</li> </ul>
<p><b>Supervision:</b></p> <ul style="list-style-type: none"> <li>• Direct supervision by physician or unit nurse</li> <li>• Indirect supervision department director, site manager or designee</li> <li>• The Medical Assistant may not perform activities defined by their scope of service independently</li> </ul> <p><b>Evaluator:</b> Department director or designee in conjunction with supervising physician or licensed independent Practitioner</p> <p><b>Tier Level:</b> 3</p>



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**eSAF Access Required:** YES

**Qualifications:**

- High School diploma or GED
- Successful completion of medical terminology course (can be found on the Skills Checklist)
- American Heart Association or Red Cross health care provider BLS Certification

**Preferred Qualifications:**

- Graduate of medical assisting program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES) preferred
- American Association of Medical Assistants (AAMA) CMA certified preferred

**NOTE:** Where education may not be defined in qualifications area of the Scope, HCA Healthcare requires the highest level of education completed (not training or courses) confirmed on your background check.

**State Requirements:**

- N/A

**Experience:**

- On the job training of at least 1 year

**Competencies:**

The Medical Assistant will demonstrate:

- A safe environment for patients and Accurate patient information review and evaluation
  - Assists the physician or licensed independent practitioner with procedures per MD
  - Uses at least two ways to identify patients before initiating documentation in the medical record
  - Participates in the pre-procedure process to verify the correct procedure, for the correct patient, at the correct site and involves the patient in the verification process if acting as a scribe for the procedure
  - Accesses the patient medical record appropriately
    - Maintains confidentiality and privacy in accordance with HIPAA regulations
- Documentation in the medical record
  - Documents in the medical record according to:
    - Facility standard / policy
    - Local, state and federal regulatory guidelines for documentation
  - Demonstrates the knowledge and skills necessary to document patient care in the medical record as dictated by a physician or licensed independent practitioner
    - Documentation is legible and clear
  - Organizes, maintains and coordinates clinical documentation related to patient care
    - Demonstrates proficiency in clinical documentation through use of electronic devices
    - Demonstrates proficiency in using multiple clinical documentation forms in the medical record
- Infection Prevention
  - Practices consistent hand hygiene
  - Uses personal protective equipment (PPE)
  - Maintains current immunization for influenza
  - Complies with Isolation precautions
  - Maintains sterile field
- Training
  - Must possess a basic knowledge of computer skills and facility specific computer programs



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**References:** N/A

**Document Control:**

- Created 6/6/2017
- Cosmetic updates 4/10/2020

**Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.**

**Applicant Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_