

HEALTH SERVICE CLINICAL ASSISTANT

Function of Job:

Under close supervision of a medical professional and with a focus on continuous improvement and customer service, provide administrative support services and medical/clinical support for physicians, nurse practitioners, and nurses in delivering medical care to students.

Characteristic Duties and Responsibilities:

1. Greet patients, record vital signs and other data, prepare for exam.
2. Perform clinical support functions such as applying splints, fitting crutches, collecting and testing urine samples, arranging for patient support, etc.
3. Maintain clinical areas, including ordering supplies, maintaining equipment, performing infection control procedures, and setting up exam room.
4. Provide administrative support by making appointments, answering phone, entering information into computer data base, distributing lab, x-ray and other medical reports, and ordering tests.
5. Maintain confidentiality in communicating sensitive information and in handling confidential materials.
6. Related duties as assigned.

Minimum Acceptable Qualifications:

1. High School graduation.
2. Certified Nursing Assistant or Medical Assistant Certificate or Certified Nursing Assistant license.
3. One year of medical/clinical assistant experience in medical facility.
4. Computer skills as required by department.
5. Ability to establish and maintain effective working relationships with faculty, staff, students and the general public.

Additional Desirable Qualifications:

1. Additional experience or related education.
2. Medical records training.

8/4/97
System Approval

8/4/97
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.