The Brownsville Multi-Service Family Health Center is an NCQA recognized Patient Centered Medical Home (PCMH) Level 3. We offer the best possible care for everyone in the communities we serve. BMS adopts an “integrated primary care community based health” service model reflecting our commitment to treating the “whole person” and our mission driven goal to enable every individual and family in the communities we serve to achieve total health.

If you are looking for a place to work where you can provide the care that will change the lives of the people in the community, BMS is the one for you.

**We are currently hiring Medical Assistants (Patient Care Associate)**

The Medical Assistant (PCA) works under the direction and instruction of the *Unit Nurse Supervisor*, and in conjunction with all members of the healthcare team, assists with patient care and performs routine duties as assigned, and in accordance within the framework of the procedures and standards established by BCDC/BMSFHC. The PCA performs supportive services to the health care provider and nursing staff in care of patients in the ambulatory setting.

***RESPONSIBILITIES AND DUTIES:***

- Maintain patient confidentiality.

- Prepares, maintains, and stocks exam rooms for clinician use

- Takes and records pulse, temperature, blood pressure, weight, height and other vital signs; perform venipuncture, EKG, assists providers with examination where indicated.

- Helps to maintain a consistent and orderly flow of patients to be seen by clinicians in the service area.

- Conduct pre-visit planning the day before or same day appointment for EMR updates to all patients.

- Ensure EMR is ready for clinicians’ use, including all outstanding referral results / laboratory reports.

- Perform reconciliation/follow-up for lab results i.e. phone calls, recalls, etc. and make referrals to external agencies/specialties such as cardiologist, pulmonologist, podiatrist etc.

- Implement call back/no show procedures for patients and document in the chart/EHR as required.

- Reviews completed patient forms using patient’s name and date of birth and makes copies for scanning into the medical record.

- Maintains inventory of supplies, forms and inform Unit Nurse of any inconsistencies.

- Collects and tests urine specimens. Records results where indicated.

- Maintains all required Nursing logs in assigned service area.

- Checks refrigerator temperature daily and log appropriately.

- Places and receives telephone calls regarding referrals, schedules, registration, appointments and recalls.

- Performs patient registration, appointments with Athena EMR software application.

- Attends appropriate in-service and/or outside training to maintain and/or upgrade skills (including cross-training for medical records, reception, and phone operator functions.)

- As needed, provides coverage, as necessary for the Registration/Reception or Medical Records, Laboratory staff; also provides PCA/MA coverage for other BMS sites, other related duties as needed.

***QUALIFICATIONS/REQUIREMENTS:***

* High School or Equivalency Diploma
* Graduate from an approved Medical Assistant (M.A.) program w/M.A. Certification required.
* Training and certification in phlebotomy and EKG required.
* Certification in both Infection Control and Child Abuse.
* Current BCLS Certification.
* Experience with EKG, glucometer reading vital signs
* Experience working with adults, pediatric patients, GYN as well as referrals and scheduling appointments
* Computer Literacy with MS Word and the ability to learn various other software programs for use in completing duties within scope of responsibilities.
* Phlebotomy skills.
* Bilingual a plus in English/Spanish/Arabic/Creole/French/Russian

Please contact Roberta Pompeu, BMS HR Recruiter, at [rpompeu@bmsfhc.org](mailto:rpompeu@bmsfhc.org) for additional information or to submit your resume

We offer competitive salary and full benefit package