

**Humboldt IPA**  
**Medical Assistant/Health Coach**

**Purpose:** The Medical Assistant/Health Coach position, under direct supervision of the RN, performs MA duties, supports to the Priority Care Center team and works with patients who have persistent and ongoing health care need as appropriate. The Priority Care Center team works together, with health care providers and other health care professionals to provide support, guidance, education and assistance to patients navigating the health care system.

**Duties/Responsibilities:**

- Assists RN and participates in office visits, home visits and/or shared visits with patients and their providers
- Answer, refer and/or follow-up via telephone, fax, email and mail with patients and provider questions related to the program and specific needs of the patients. Triage to the appropriate RN Care Manager as indicated
- Help to identify patients' barriers to self-care and the additional services patients may need, such as home health care or caregiver support
- Enrollment of new patients into various programs offered at the Priority Care Center
- Data entry
- Obtaining and documenting vital signs; recording patients medical history
- Composing/transcribing letters and other types of correspondence
- Completion and submission of forms
- Electronic Medical Records filing, updating and record keeping
- Work as a member of the Care Support team to ensure that all of the team's responsibilities are completed
- Coordinates care with other members of the health care team for optimal patient outcomes
- Attend department and other meetings as needed
- Other duties as assigned.

**Required Skills:**

- Certified Medical Assistant with Venipuncture and Injection Certification
- CPR Certified
- Have an understanding of how doctors and other health care providers deliver care
- Able to listen and discover what motivates a patient in order to have them adopt habits that are conducive to a high quality of life
- Effective written and verbal communication skills
- Proficient computer skills; particularly documentation, word processing, data entry, spreadsheets and electronic communication systems
- Detail oriented, well organized and efficient
- Valid CA drivers License
- Two years' experience in the health care setting preferred. Training provided

Full time benefited position