

UW HEALTH JOB DESCRIPTION

MEDICAL ASSISTANT CARE PARTNER

Job Code: 540082	FLSA Status: Non-Exempt	Mgt. Approval: Ambulatory Leadership	Date: June 2022
Department: Across the System		HR Approval: J. Olson	Date: June 2022

JOB SUMMARY

The Medical Assistant Care Partner (MACP) will assist in ambulatory settings. The MACP will assist staff (Registered Nurses and certified Medical Assistants) by providing a variety of basic skills and support of patient care services.

MAJOR RESPONSIBILITIES

- Obtain and record patient vital signs
- Perform patient check in, including data collection such as height, weight, primary complaint, brief relevant history to include pain status, allergies, current medication, and any other pertinent information
- Clean and stock exam and procedure rooms
- Assist with cleaning, wrapping, and auto-claving instruments
- Other duties as assigned

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> • Completion of first semester of Medical Assistant program to include a skills check-off • High School diploma
	Preferred	
Work Experience	Minimum	
	Preferred	<ul style="list-style-type: none"> • Customer service experience • Clinical health care experience
Licenses & Certifications	Minimum	Basic Life Support/CPR
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Basic communication skills and working knowledge of the English language • Empathetic listening • Ability to work independently or as part of a team with minimal supervision • Ability to read and interpret documents such as safety rules, procedure manuals, and short correspondences and memos • Ability to ensure a high level of patient, visitor, employee, and external customer satisfaction • Effective organizational and planning abilities • Willingness to work on quality improvement initiatives and accept change • Ability to maintain a positive attitude in stressful situations • Willingness to use initiative and handle extra duties as needed • Ability to multi-task and work at a rapid pace • Ability to teach basic skills and techniques to peers • Willingness and ability to learn new tasks • Attention to safety • Attention to accuracy • Willingness to ask questions to clarify work/requirement

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13– 19 years)
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X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.