



LOS ANGELES COUNTY - DEPARTMENT OF HEALTH SERVICES
High Desert Regional Health Center & South Valley Health Center
Certified Medical Assistants (CMAs) – Patient Centered Medical Homes (PCMH)

Seeking qualified Certified Medical Assistants (CMAs) to support the Patient Centered Medical Home (PCMH) at High Desert Regional Health Center, in Lancaster and South Valley Health Center, in Palmdale.

RESPONSIBILITIES:

- ❖ Work directly with patients within the Patient Centered Medical Home team completing intake and discharge functions.
- ❖ Perform between visit patient follow-up, huddle prep for pre-visit patient data update, and reminder appointment calls.
- ❖ Assists with movement of patients through the clinic to achieve an even and efficient flow.
- ❖ Administer medications per provider's orders.
- ❖ Perform treatments and/or non-invasive screening tests such as electrocardiograms per provider's orders.
- ❖ Perform simple Point of Care Testing (POCT).
- ❖ Document proficiently in the Electronic Medical Record (ORCHID – Power Chart)
- ❖ Coordinate and maintain inventory control for clinic supplies and materials to ensure efficient flow of clinic operations. Stock and order supplies via GHX as needed.
- ❖ Be an example of a patient care advocate and make every attempt to resolve patient complaints within the clinic.

DESIRABLE QUALIFICATIONS:

- ❖ Recent experience in an ambulatory care clinic.
- ❖ Ability to work well in a team-based setting.
- ❖ Effective interpersonal and organizational skills.

Submit a copy of your resume, performance evaluations and attendance records for the past two years to:

Petra Ajodha
High Desert Health System
335 East Ave I, Lancaster, CA 93535
Phone 661.471.4242 Fax 661.524.2353
pajodha@dhs.lacounty.gov

Subject to closure without prior notice.
This is not an official examination
bulletin.

Candidates must currently be a permanent County of Los Angeles employee who hold the payroll title of Certified Medical Assistants to be considered for a lateral transfer or a reachable candidate on the DHS certification list to be considered as a new-hire. Resumes will be accepted until the needs of the department are met.