

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.29
(ID # 12227)**

MEETING DATE:
Tuesday, April 07, 2020

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Approve the creation of the Medical Assistant - Per Diem classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9147 submitted herewith, All Districts. [Total Cost - \$0] [Source of Funds - Departmental]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the creation of the classification of Medical Assistant – Per Diem
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9147 submitted herewith.

ACTION:Policy

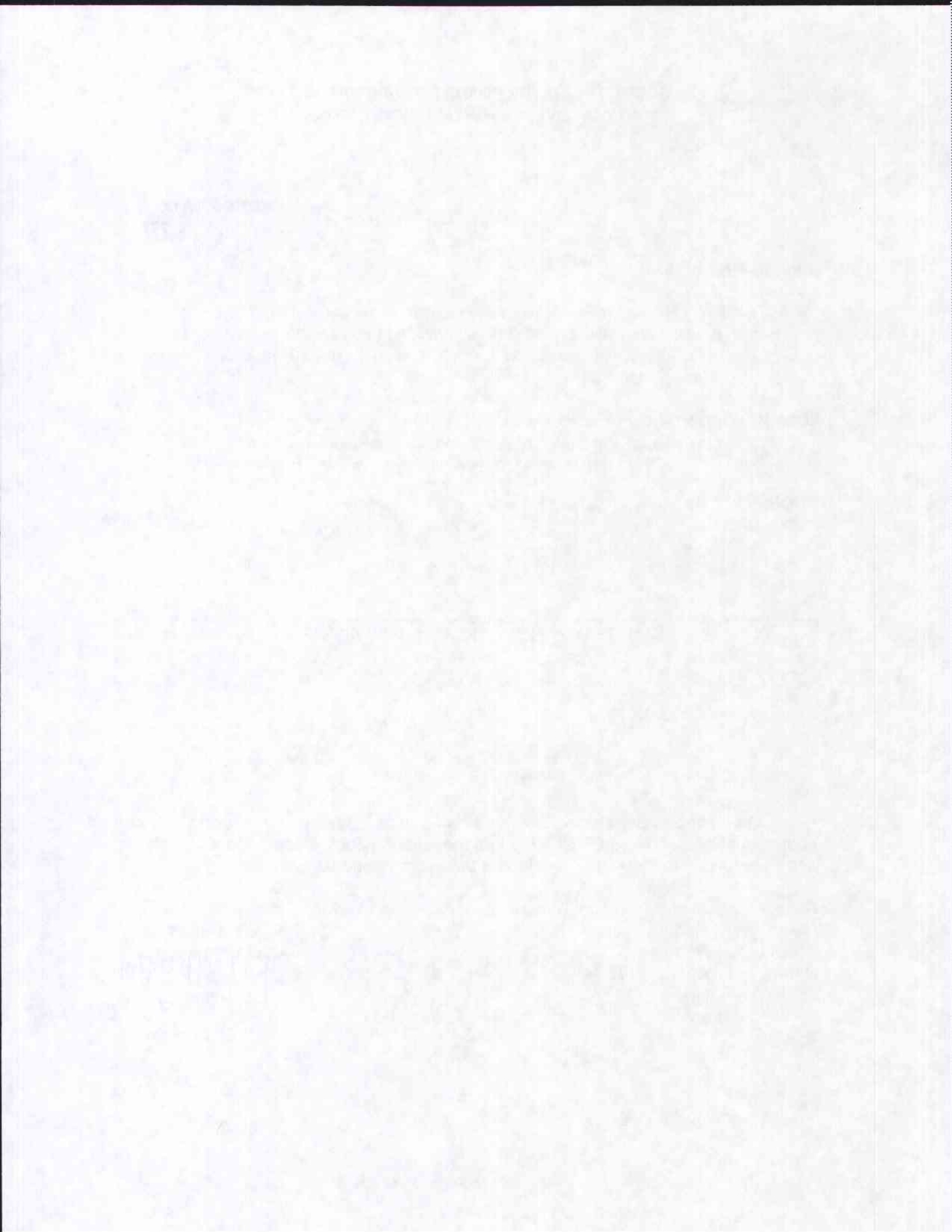
MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and Resolution No. 440-9147 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: April 7, 2020
xc: HR

Kecia R. Harper
Clerk of the Board

By: 
Deputy



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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0.00	\$0.00	\$0.00	\$0.00
NET COUNTY COST	\$0.00	\$0.00	\$0.00	\$0.00
SOURCE OF FUNDS: Departmental			Budget Adjustment:	No
			For Fiscal Year:	19/20

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

The Riverside University Health System (RUHS) includes the 439-bed Medical Center in Moreno Valley, 10 Federally Qualified Health Centers and several primary and specialty clinics throughout Riverside County. The Medical Assistant classification assists licensed professional medical staff within RUHS by providing a variety of client/patient services, which includes basic administrative, clerical, and medical support services for clients/patients and the public. The Medical Assistant job description was amended on December 20, 2019 to include direct patient care activities, such as administering immunizations. In the past, the Medical Assistant classification was not considered for a per diem class, since no patient care was involved. Now that direct patient care is an essential function for the Medical Assistant classification, RUHS is requesting a per diem equivalent be created.

Classification Addition:

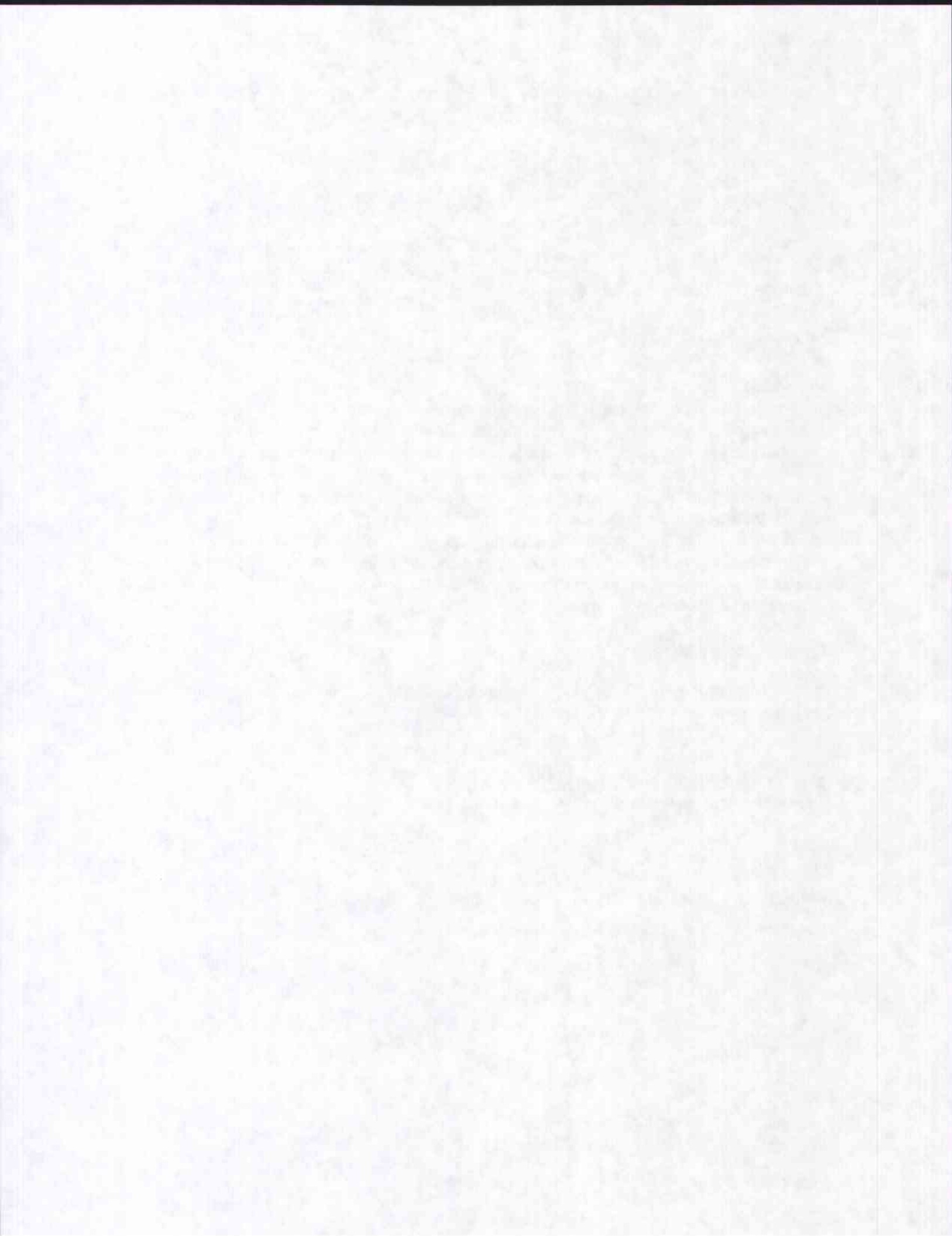
Medical Assistant – Per Diem: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade EXE 112 (\$46,610).

Impact on Residents and Businesses

There is no impact to residents or businesses.

ATTACHMENTS

- A. Resolution No. 440-9147
- B. Medical Assistant – Per Diem Class Specification



1 RESOLUTION NO. 440-9147

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on April 7, 2020, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the
5 Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary
6 Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

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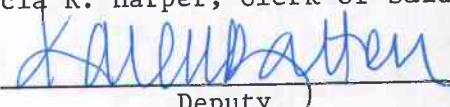
<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
57778	+	Medical Assistant - Per Diem	EXE 112 (\$46,610)

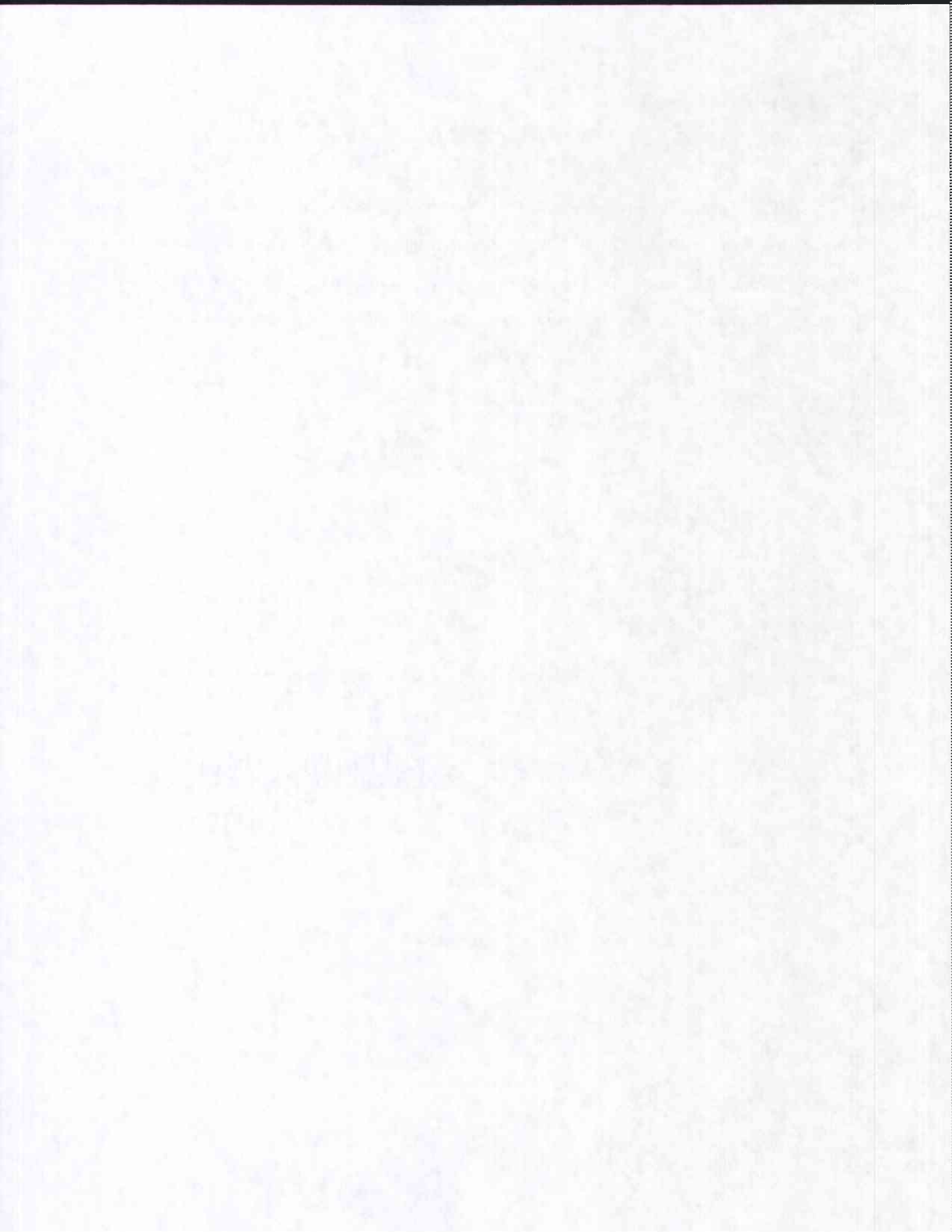
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12 ROLL CALL:

13 Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
14 Nays: None
15 Absent: None

16 The foregoing is certified to be a true copy of a resolution duly
17 adopted by said Board of Supervisors on the date therein set forth.

18 Kecia R. Harper, Clerk of said Board
19 By 
20 Deputy





MEDICAL ASSISTANT – PER DIEM

Class Code: 57778

COUNTY OF RIVERSIDE
Established Date: April 9, 2020
Revision Date: April 9, 2020

SALARY RANGE

\$22.41 Hourly
\$3,884.17 Monthly
\$46,610.10 Annually

CLASS CONCEPT:

Under direct supervision, assists licensed professional medical staff within the Riverside University Health System (RUHS) by providing a variety of client/patient services, which includes basic administrative, clerical, and medical support services for clients/patients and the public in a per diem employment capacity; and performs other related duties as required.

Medical Assistant – Per Diem are responsible for assisting licensed professional medical staff within the RUHS by providing client services for a variety of health-related programs. Positions in this class may be assigned to work in various clinic assignments. Per diem personnel are distinguished from regular employees in that they receive additional compensation in lieu of County fringe benefits and work assignments are flexibly scheduled or on an on-call basis.

REPRESENTATION UNIT: Salary Ordinance 440 - Exempt Unit

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Greet clients/patients at reception desk or counter; assist them in completing necessary documents and applications, answering routine questions and providing information; interview clients/patients to gather basic health related information (e.g., health status, living conditions, diet, residency, mobility, parenting skills, healthcare needs, etc.); register clients/patients using related computer information at time of appointment; obtain/verify patient demographic information; monitor client/patient behavior in the waiting room.
- Obtain medical history and chief complaint, including allergies; assist patients in ambulation and transfer; maintain medical charts and schedule appointments for staff.

- Perform routine medical data clerical tasks (e.g., typing, personal computer data input, filing, answering phones, etc.); inventory supply needs and help obtain medical and office supplies.
- Verify patient's health insurance coverage; contact health insurance to verify insurance eligibility and/or authorization for treatment (if patient does not have health insurance coverage, refer patients to Admissions and Collections Clerk for assistance); may receive and record payment for clinic visit.
- Submit treatment authorization requests into the EPIC database; check treatment authorization requests for completeness; follow-up on the status of treatment authorization requests.
- Record information for each patient encounter such as medical procedure and diagnostic tests performed by physician or licensed personnel.
- Prepare patients for examination, including positioning, draping, shaving, and disinfecting treatment sites; collect and record patient data including height, weight, temperature, pulse, respiration rate, blood pressure, and basic information about present and previous conditions; provide patient information and instructions as directed by medical staff.
- Perform the following routine clinical procedures: Taking vital signs, administering medications (oral, sublingual, topical, vaginal, rectal, inhalation, immunizations and subcutaneous injections) or providing a single dose to a patient for self-administration; performing simple or automated visual testing, obtaining, but not interpreting, results; removing sutures or staples from superficial incisions or lacerations; may perform phlebotomy for blood draw or transfusion (with phlebotomy certification), as directed.
- Perform ear lavage to remove impacted cerumen; assist with collection of non-invasive specimens such as urine, sputum, semen and stool; perform basic screening tests (e.g., electrocardiogram or visual acuity); perform Clinical Laboratory Improvement Act (CLIA) waived laboratory tests such as occult blood, ovulation tests, pregnancy, sedimentation rates, hemoglobin, urinalysis, and glucose screening.
- Process physician orders, including laboratory, x-ray, EKG, and schedule all same day tests and appointments; ensure diagnostic tests are received prior to patient's visit.
- Screen for eligibility for participation in health programs; assess client/patient progress and determine whether recommendations regarding health are being followed.
- Provide feedback, verbally and in writing, to licensed professional staff regarding client needs and community responses to health services and programs; obtain and evaluate specific information regarding health problems in order to provide guidance and instruction; conduct formal and informal information sessions covering good health practices and available health services.

- Make referrals to licensed professional staff.

RECRUITING GUIDELINES:

OPTION I

Education: Completion of a certification program in medical assisting. Completion of a Medical Assistant certification program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or from an institution accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) is preferred.

Experience: Six months performing basic administrative or clinical duties as a medical assistant in a physician's or dentist's office (hospital or health center is preferred).

OPTION II

Education: Graduation from high school or attainment of a satisfactory score on a G.E.D. test.

Experience: One year performing front office/back office support duties as a medical assistant in a physician's or dentist's office, hospital, health center, or other healthcare setting.

ALL OPTIONS

Knowledge of: Relevant medical terminology; basic patient care and/or administrative techniques; medical assisting skills and the various types of materials and equipment related to outpatient care and their applications; methods of conducting or assisting patients (per medical care provider's instructions) with basic tests and treatments performed at an ambulatory care clinic; basic needs and problems of disadvantaged groups: the causes and treatment of medical and/or public health problems and the problems facing the educationally and economically disadvantaged.

Ability to: Communicate effectively orally and in writing; establish and maintain good relations with a wide range of social and ethnic groups as well as professional staff and community members; obtain and record accurate patient information, and perform routine clinical procedures; follow and implement activities according to written standardized procedures; perform clerical tasks (e.g., utilizing a personal computer for inputting pertinent client/patient information, answering phones, filing, etc.).

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver's License may be required.

Temporary Assignment Program (TAP): Possession of a valid certification in Basic Cardiac Life Support/Cardio-Respiratory Resuscitation (BCLS/CPR) is required. Current BCLS-CPR Certification must be maintained while in TAP employment.

Possession of a valid certification in Phlebotomy may be required.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.