



**SDUIH**  
South Dakota Urban Indian Health  
EST. 1977  
INTEGRATED CARE FOR ALL

## Certified Medical Assistant – Lab

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Supervised by:	Chief Medical Officer
Location:	Sioux Falls, SD
Status:	Full-time (exempt)
Salary:	Dependent on experience

### **SDUIH OVERVIEW:**

The South Dakota Urban Indian Health, Inc. (SDUIH) is a non-profit corporation that consists of two full-time primary care clinics. SDUIH is a comprehensive patient-focused health care organization. SDUIH corporate headquarters is located in Pierre and the agency reports to the Indian Health Service (IHS) in Aberdeen.

Additionally, you'll enjoy quarterly employee wellness activities and continued learning opportunities. When you join our team at SDUIH, you're joining our Tiwahe (family). We believe that through equitable pay, flexibility, and centering employee wellness, we're creating systemic change that benefits everyone, especially our patients. Working with our medical team, you'll improve the health and wellness of our patients and positively impact the health of our community. SDUIH employees enjoy traditional benefits, such as:

- Health Insurance – SDUIH pays 72% of the premium
- Life Insurance – SDUIH provides \$25,000, employees can purchase additional
- Sick leave of 40 hours per year
- PTO accrued at the rate of 5 hours each pay period
- Short-Term and Long-Term Disability provided by SDUIH
- 11 paid holidays each year
- Participation in a 401(K) with a company match of 100% of the first 4% the employee contributes
- 12 Wellness Days per year

### **POSITION SUMMARY:**

The Certified Medical Assistant – Lab will serve an instrumental role at the SDUIH Sioux Falls clinic in drawing, processing, running, and shipping laboratory specimens to ensure patients are receiving the best treatment and care. While you will fulfill other clinical duties, your primary role will be to work with the Lab Manager to ensure the CLIA-waived Sioux Falls lab is running smoothly to maintain effective workflows and safe patient care. The ideal candidate will have some lab experience or be a quick learner and excel at multi-tasking. You will report to the Chief Medical Officer; however, you may receive direction from medical providers, administration, Clinical Manager, and the Chief Executive Officer.

## **QUALIFICATIONS – Knowledge, Skills and Ability**

### **Qualifications:**

- Must possess current license (MA) through the South Dakota Board of Medical Examiners, with no history of Board violations or issues.
- Required to be able to perform moderate complexity laboratory testing per CLIA '88 regulations.
- Phlebotomy experience preferred.
- Pass a federal background check. Must not have any felony convictions that relate to the Indian Child Welfare Act.
- Provide Indian Preference documentation if claimed.
- Must be at least 18-years-old
- Be a positive role model for the community and others.
- Must be vaccinated against or be willing to be vaccinated against COVID-19.
- Must be CPR certified or be willing to obtain CPR certification within 6 months of employment.
- Certified in basic First Aid.

### **Knowledge of:**

- CLIA Regulations.
- Safe laboratory practices.
- Private, local, state and federal resources for the treatment and care of patients.
- Current documentation and coding (ICD-10-CM & CPT).
- Interpret subject matter and laboratory procedures.
- Federal reporting requirements, i.e. Government Performance Reporting Act (GPRA) and UDS requirements.
- HIPAA and OSHA rules and requirements.
- Native American culture and traditions.
- Understanding or willingness to gain understanding of LGBTQ+ and Two Spirit identities, including clinical considerations and best practices for LGBTQ2S+ patients.

### **Skills and Ability to:**

- Enforce HIPAA requirements and maintain confidentiality.
- Maintain accurate laboratory records.
- Perform laboratory test and/or analysis.
- Assist in performing direct patient care and diagnostic treatments as needed including the execution of standing orders.
- Operate and maintain lab equipment, collect lab results and complete lab reports.
- Demonstrate good laboratory safety practices including exposure precautions to blood-borne pathogens.
- Comply with OSHA safety regulations and quality control of equipment and exam rooms.
- Perform nursing assessment and document into Electronic Health Record system.
- Provide education (chronic and acute care) prevention health measures.
- Establish and maintain a positive effective relationship with patients and staff.
- Coordinate services for patients with other disciplines and agencies, i.e. AWC, Family Planning, WIC, Food Stamps, and County Welfare etc.

- Document the release, transfer and receipt of medical records in accordance with HIPAA requirements.
- Use general office equipment and computers at a proficient and accurate level.
- Prioritize, coordinate, organize and schedule appointments and services.
- Register and schedule patients through RPMS/Scheduling GUI.
- Read, process, and/or prepare reports, records, and recommendations.
- Travel and actively participate in required training sessions and team meetings.
- Complete required reports and data collection as needed.

**PHYSICAL DEMANDS:**

- Involves direct and frequent contact with potentially unstable clients.
- Involves direct contact with clients who may have infectious diseases.

**How to Apply**

Interested individuals should email their resume and a completed application to [Carmen.Rodriguez@sduih.org](mailto:Carmen.Rodriguez@sduih.org). Applications can be found at <https://sduih.org/careers/>.

SDUIH has the right to amend this job description as operational needs dictate. SDUIH is an at-will employer.

I have read the above job description, and understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodations. I have discussed any questions I may have about this job description prior to signing the form.

Employee Signature\_\_\_\_\_ Date\_\_\_\_\_

Supervisor Signature\_\_\_\_\_ Date\_\_\_\_\_