Health Services Assistant II (0777)

**Basic Purpose/Job Function:** Provides assistance to health professionals and performs routine lab duties.

**Examples of Titles Replaced:** Medical Assistant II; Pharmacy Assistant; Phlebotomist

**Typical Functions May Include:**
1. Processes specimens according to established procedures
2. Prepares and delivers collected lab specimens
3. Records vital signs and patient complaints
4. Assists with patient examination and minor procedures
5. Records lab and x-ray reports
6. Assists with filing, phone calls and delivery of reports
7. Cleans exam rooms and maintains exam room supplies
8. Reconciles account statements
9. Reconciles insurance claims and payments
10. Supplements medical treatment plan with appropriate information
11. Refers requests for medical advice or health information to appropriate person
12. Disposes of contaminated supplies
13. Autoclaves medical instruments and equipment
14. Performs other related duties as assigned

**Risk Management:** Uses established safety practices to protect health and safety of personnel and property.

**Supervision of Others:** Has no regular supervisory responsibility. May train others in similar position.

**Supervision Received:** Receives general supervision

**Minimum Qualifications:**
- **Education:** High School diploma or GED
- **Experience:** 6 - 12 Type: Health/Medical
- **Skills:** Communicate orally and in writing as required to exchange information; read and understand basic written materials; ability to perform basic math functions; basic computer knowledge
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- **Special Requirements:** Regular exposure to disagreeable conditions, odors and loud noises; regular standing, bending, lifting above shoulders and carrying at least 30 pounds; may perform shift work; willingness to wear and maintain uniforms, including head covering; background check required upon employment.
- **Licenses:** Determined by nature of the job and/or department
- **Certifications:** Level “C” Health Care Workers CPR and others as determined by nature of the job and/or department.

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.