



**Airport Clinic**  
7550 34<sup>th</sup> Avenue S  
Minneapolis, MN 55450  
Phone: 612-727-1167  
Fax: 612-767-3525

**Chaska Clinic**  
3000 Hundertmark Rd #6  
Chaska, MN 55318  
Phone: 952-544-8800  
Fax: 952-361-4812

**Robbinsdale Clinic**  
4080 West Broadway #200  
Robbinsdale, MN 55422  
Phone: 763-398-8888  
Fax: 763-398-0670

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**Job Description: Medical Assistant, Certified  
Minnesota X-ray operator, Certified**

**Location: All Health Activation Services locations**

**Statement of employee conduct and expectations:**

As an employee of Health Activation Services (HAS), the employee will conduct themselves in a professional, ethical manner at all times. Must be willing to support multiple areas within the operation and demonstrate strong interpersonal skill and flexibility. Demonstrate understanding that this job description serves as a minimum expectation and does not limit employee to only these tasks.

**Position Summary:**

Utilizing broad based skills in patient care, ancillary services, and business office practices, provides assistance to the clinic at the direction of Clinic Manager, Nursing Supervisor, and providers.

**Tasks and Responsibilities:**

Under the direction of a provider, instructs patients on basic information regarding examinations, special tests, procedures, or home/self care. Provide health information that is routine and standardized. Recognizes and responds appropriately to medical emergencies. Collects and reports patient health data.  
Administers immunizations and medications by any route except IV.  
Performs set-up and assists provider with diagnostic, therapeutic, or surgical procedures within the scope of practice. Collects and processes lab specimens (urine, venipuncture, throat cultures).  
Documents in medical record actions, observations required for patient care.  
Performs business office/front line tasks including but not limited to scheduling, registration, collect payment and co-pays, manage medical records as requested.  
Acts as a liaison between patient and the provider, employer, hospital, or any other outside agency to which continuation of care is required.  
Perform other duties as assigned.

**Required contacts:**

Regular interaction with patients, customers, family, physicians, vendors, insurance companies is required. Must be able to do so in a professional manner with good humor, representing HAS at the highest level at all times.

**Education/Experience:**

Graduate of an accredited Medical Assistant program. Certification preferred.  
Minnesota X-Ray Operator License. Previous Occupational health knowledge and experience desirable.

**Special skills/knowledge:**

Must be able to communicate verbally and written in a professional manner. Must be computer literate and familiar with basic office software such as MS Word. Must maintain CPR certification at a BLS level.

DOT and BAT certification is a plus

Bi-lingual in Spanish preferred.

**Physical demands:**

Must be able to assist in patient transfers of adults at any time. Must be able to stand and walk continuously. Must be able to reach overhead and to floor level.

**General:**

Applicants are subject to pre-employment and periodic drug screens and pre-employment criminal background check.

**Reply with CV to [jdunleavy@northworksmn.com](mailto:jdunleavy@northworksmn.com)**