



MEDICAL ASSISTANT JOB DESCRIPTION

Job Summary:

The Medical Assistant performs routine administrative and clinical tasks to keep clinics or physician offices running smoothly. The duties of the medical assistant may vary from office to office depending on the office size, location and specialty. The Medical Assistant reports to the Nursing Supervisor or the Office Manager and maintains a cooperative working relationship with patients, patients' families, medical staff and interdepartmental personnel.

Qualifications:

- Education: High school education or the equivalent with formal training in medical assisting. Certification as a Medical Assistant preferred.
- Experience: One year full time experience as a Medical Assistant
- Certification: Current CPR/BLS Certification

Duties and Responsibilities

The Medical Assistant is expected to practice safe and ethical assistant duties within his/her scope under the direction of Registered Nurse Office Manager or Physician. The Medical Assistant should understand his/her own limitations, seeking advice and assistance when necessary. Specific duties may include, but are not limited to the following:

- Clerical Duties
- Answer Telephone
- Greet patients
- Update and file patient medical records
- Fill out insurance forms
- Handle both written and verbal correspondence
- Schedule appointments
- Arrange for hospital admissions
- Handle billing and bookkeeping
- Clinical Duties
- Taking medical histories
- Taking and recording vital signs
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting physician with examinations
- Collect and prepare laboratory specimens
- Perform laboratory tests
- Dispose of contaminated supplies
- Sterilize medical equipment
- Authorize prescription refills as directed by physician

- Perform EKGs
- Remove sutures
- Change dressings
- Utilize resources and materials in an efficient and safe manner
- Consistently practice universal precautions
- Performs all duties promptly in a competent and caring manner
- Maintain good working relations and communication among patients/residents and all healthcare personnel
- Present a neat appearance and dress in compliance with the client facilities' policies
- While on assignment, the Medical Assistant is responsible and accountable to their assigned patients and to the client institution. The Medical Assistant is under the direct supervision of the Charge Nurse, Physician or other assigned personnel and must have the ability to follow directions/instruction from his/her supervisor.

Essential Functions:

- Must present a professional appearance and demeanor
- Maintain confidentiality of patient information
- Ability to communicate effectively both verbally and in writing
- Participates in continuing education and learning experiences to enhance and maintain current knowledge and skills for continued competence
- Perform all duties using proper body mechanics
- Ability to operate and handle many kinds of medical equipment
- Stand for long periods with frequent squatting, twisting, bending, kneeling and reaching to prepare equipment, materials or objects in order to provide patient care or maintain the patient environment
- Sensory requirements include speech for communication and vision, smell, touch and hearing to monitor patient status.
- Manual dexterity and fine motor coordination
- Ability to work in a stressful environment
- Consistent attendance is required to assure that the client facilities' needs and patient needs are met.
- To comply with all client facilities' policies, procedures and practices
- To comply with all company policies and to uphold our standards of excellence while on assignment at our client facilities.

Working Conditions:

The Medical Assistant must understand and accept the possibility of exposure to inside environmental conditions, such as noise, infectious/communicable diseases, blood and bloodborne diseases, chemicals and/or chemical fumes, odors, gases and dusts.
