

# Medical Assistant

---

**POSITION:** Medical Assistant

**RESPONSIBLE TO:** Officer Manager or Physicians

**JOB SUMMARY:** Prepare patients to see the physicians, facilitate lab tests and paperwork as needed, and assist the nurses with clinical duties as directed.

---

## **EDUCATIONAL REQUIREMENTS:**

- High school degree required
- CMA certificate desirable
- Training in specialty-specific assisting a plus

## **QUALIFICATIONS AND EXPERIENCE:**

- At least one year of experience in a clinical setting
- Experience performing lab tests and handling lab paperwork
- Comfortable using email and interacting with Internet applications
- Knowledge of practice management and word processing software
- Working knowledge of managed care basics
- Pleasant speaking voice and demeanor
- Good communication skills
- Neat, professional appearance

**Responsibilities include, but are not limited to, the following:**

### **Clinical Support**

- Greets patients and escorts them from the waiting room to exam rooms; prepares patients for exam or treatment
- Puts charts up for physicians when patient is ready in exam room
- Prepares exam and treatment rooms with necessary instruments, ensures room is clean and sanitary
- Assists physicians in preparing for examinations and minor procedures
- Pre-certifies surgical and other procedures, if appropriate

- Schedules tests and off site procedures when necessary
- Communicates physician referral requests to referral staff for processing
- Prepares and maintains supplies and equipment for treatments, including sterilization
- Dispose of contaminated items according to OSHA guidelines
- Obtains and handles laboratory specimens for transport to off-site laboratory
- Performs patient education when appropriate
- Replenishes supplies—stocks and cleans exam rooms
- Takes medical stock inventory and communicates supply shortages to Manager
- Monitors logs of specimens collected and sent to reference lab—ensures reports are returned from the reference lab in a timely manner
- Directs lab results to physician for review and treatment plan

### **Other**

- Maintains patient confidentiality; complies with HIPAA and compliance guidelines established by the practice
- Maintains detailed knowledge of practice management and other computer software as it relates to job functions
- Attends annual CPR training programs
- Attend all regular meetings
- Perform all other tasks and projects assigned by the Manager or Charge Nurse

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Typical Physical Demands**

Position requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Involves standing and walking. Employee will occasionally be asked to lift and carry items weighing up to 30 pounds. Normal visual acuity and hearing are required. Employee will work under stressful conditions, and work irregular hours. Employee will be exposed to bodily fluids on a regular basis.

### **Typical Working Condition**

Employee may have exposure to communicable diseases and other conditions common to a clinic environment.