

Job Description:

Certified Medical Assistant

General Summary:

A non-exempt medical office position responsible for providing patient care in a medical office setting under the direction of the Clinical Supervisor. This position assists medical providers, and maintains a clean and safe environment in accordance with the policies and procedures of the practice.

Essential Job Responsibilities:

- Prepare and organize the procedure room equipment, instruments, and supplies as required for various procedures
- Take care of specimens, prepare, check, and monitor medications, and assist with dressings
- Set up a sterile and sanitary environment, and maintain the sterile field for the patient during procedures
- Follow relevant safety and sanitation guidelines
- Order, stock and restock medical supplies
- Inspect, replace, and sterilize medical instruments
- Complete referrals and authorizations as needed.
- Handle patient calls
- Assists in examination and treatment of patients under the direction of a physician.
- Obtain medical history, measure vital signs (i.e., pulse rate, temperature, blood pressure, weight, and height), and record information in patient's chart.
- Collect samples from patients and prepare specimens for laboratory analysis.
- Prepare treatment rooms for examination of patients.
- Assists physicians with procedures and injections.
- Evaluate daily schedules to ensure adequate supplies.
- Adheres to and supports the mission, purpose, philosophy, objectives, policies, and procedures of the practice.
- Adheres to the HIPAA Compliance Plan and the Privacy Standards Confidentiality Agreement.
- Utilizes electronic health record for tasks assigned.
- Performs other tasks as assigned.

Qualifications:

- High school diploma/GED.
- Current certification as a medical assistant.
- Two or more years working as a medical assistant.

Required Skills:

- Excellent verbal and written communication.
- Excellent multi-tasking, time management, and organizational skills.
- Ability to exercise a high degree of initiative, judgment, discretion, and decision-making.
- Ability to establish and maintain effective working relationships with patients, clinical, and administrative staff.
- Ability to work well independently and be detailed-oriented, but also interact well with a team.
- Ability to understand and carry out written and oral instructions.
- Proficiency in relevant computer hardware and software, as well as EMR systems, and other standard medical office equipment.

Mental/Physical Requirements: Involves standing, bending, crouching or stooping approximately 75 percent of the day, walking or sitting the remainder. Ability to push, pull or lift objects greater than 50 pounds.