

MEDICAL ASSISTANT

RESPONSIBILITIES

- Report to clinical coordinator or practice administrator
- Perform nursing procedures under supervision of physician or physician assistant
- Assist physician and physician assistant in exam rooms
- Escort patients to exam rooms, interview patients, measure vital signs, including weight, blood pressure, pulse, temperature, and document all information in patient's chart
- Give instructions to patients as instructed by physician or physician assistant
- Ensure all related reports, labs and information is filed and available in patients' medical records prior to their appointment
- Keep exam rooms stocked with adequate medical supplies, maintain instruments, prepare sterilization as required
- Take telephone messages and provide feedback and answers to patient/physician/pharmacy calls
- Triage and process messages from patients and front office staff to physicians and physician assistants
- Maintain all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen, cold sterilization fluid change, etc.)
- All other duties as assigned by clinical coordinator or practice administrator

KNOWLEDGE

Medical assistants must have knowledge of:

- Healthcare field and medical specialty
- Medical terminology
- Grammar, spelling, and punctuation
- Knowledge of EHRs (if applicable)

SKILLS

- Exceptional customer service and phone etiquette
- Ability to maintain effective and organized systems to ensure timely patient flow
- The ability to perform phlebotomy and administer injections

EDUCATION

- High school diploma; some college preferred
- Medical assistant certification