

MEDICAL ASSISTANT JOB DESCRIPTION

Job Title: Medical Assistant

Reports To: Physician

FLSA Status: This is a salaried position that meets the criteria for exemption from the provisions of the Fair Labor Standards Act; thus you will not be eligible to receive overtime compensation.

JOB SUMMARY:

Under general supervision, is responsible to assist the Physician, PA, or NP in support of medical care of urgent care patients. Day to day activities will vary from answering phones, taking medical histories, to performing lab work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Includes the following;

1. Demonstrates high level of interpersonal and communication skills necessary to consistently receive and greet visitor, patients, and staff members in a professional manner.
2. Perform selected nursing and administrative duties.
3. Prepare patients for examination and treatment. Take patient histories and vital signs.
4. Prepare exam and treatment rooms with necessary instruments.
5. Administer injections and apply dressings as instructed.
6. Distribute medications as directed by Physician, PA, or NP.
7. Requires ability to perform vena puncture.
8. Prepare and maintain supplies and equipment for treatments, including sterilization.
9. Assist provider in preparing for minor surgeries and exams.
10. Assist with scheduling of tests and treatments.
11. Order and maintain clinical and office supplies and equipment.
12. Maintain patient files, records and other information.
13. Work closely with the Physician, PA, or NP to receive guidance and instruction for treating patients.
14. Perform direct patient care as instructed by the Physician, PA, or NP.
15. Perform lab tests as directed by the Physician, PA, or NP.
16. Adjust to quality assurance policies and procedures concerning all physical therapy issues.
17. Maintain equipment for use at all times, in a clean and safe condition.
18. Makes suggestions to improve work methods.
19. Trains new employees.
20. Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) and prefer at least six (6) months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization. Prefer bi-lingual in English and Spanish.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Preferred certification in Medical Assisting from an accredited program. Willing to attend continuing medical education courses at the request of the employer.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

PAY RANGE:

This position is subject to a 90 day trial period in which the employer will evaluate the skills, talents, and abilities of the new employee. After this time the employee will be put on full time status or dismissed.

First 90 days weekly pay rate is _____

After 90 days weekly pay rate is _____

I have read and understand the duties, responsibilities, and expectations pertaining to the position of Medical Assistant. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required. I have been allowed to clarify and ask questions about this job description.

Name

Date