



Certified Medical Assitant

Job Description

General Job Summary

Responsible for providing professional care for patients including assessment, treatment, care planning, and medical care evaluation by following established standards and practices. Assists providers and staff in coordinating patient care. Functions as primary liaison between patients, staff, and providers.

Primary Job Responsibilities/Tasks

- Welcomes patients by greeting them, in person or on the telephone, answering or referring inquiries.
- Prepares patients for the health care visit by directing and/or accompanying them to the examining room; providing examination gowns and drapes; helping them to position themselves for the examination and/or treatment; arranging examining room instruments, supplies, and equipment.
- Verifies patient information by interviewing patient; reviewing and/or recording medical history; taking vital signs; confirming purpose of visit or treatment.
- Supports patient care delivery by assisting health care providers during examinations; preparing laboratory specimens; disposing of contaminated supplies; sterilizing medical instruments; administering medications directed by providers; authorizing drug refills as directed; telephoning prescriptions to pharmacies; drawing blood; changing dressings.
- Educates patients by providing medication and diet information and instructions, answering questions.
- Completes records by recording patient examination, treatment, and test results.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance and working with Clinic Director to arrange for repairs.
- Maintains safe, secure, and healthy work environment by following, and enforcing standards and procedures, complying with legal regulations.
- Maintains patient confidence and protects operations by keeping patient care information confidential.
- Serves and protects the physician or health care provider practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards.
- Enhances health care practice reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Education

Completion of Certified Medical Assistant training from an accredited school.

Experience

Minimum of one-year professional Certified Medical Assistant experience, clinic experience preferred.

Requirements

Current Certified Medical Assistant license. Current CPR certification. Basic Life Saving.

Knowledge

- Knowledge of professional Certified Medical Assistant theory, regulations, and practices to give and evaluate patient care.
- Knowledge of Certified Medical Assistant processes; health care systems, structure, and functions; and community resources. Understanding of health care technology, equipment, and supplies.
- Skills
- Skill in applying and modifying the principles, methods, and techniques of professional nursing to provide ongoing patient care.
- Skills in time management, problem solving, multitasking, prioritizing, and medical care coordination.
- Skill in initiating appropriate interventions.
- Skill in patient triage in person and on the phone as directed by the provider's guidance.
- Skills in preparing/maintaining records, writing reports and responding to correspondence.

Abilities

- Ability to analyze options and then counsel patients about choices and help provide resources.
- Ability to engage patients in the development and implementation of a care plan.
- Ability to read and interpret orders and notes from other providers.
- Ability to calculate and administer drug dosages and injections and measure results as directed by a provider.
- Ability to maintain quality control standards.
- Ability to react calmly and effectively in all situations.
- Ability to communicate clearly.