



JOB DESCRIPTION

JOB TITLE: Medical Assistant

DEPARTMENT: Nursing

SUPERVISION RECEIVED: Reports to Nursing Supervisor / Director of Clinical Services.

SUPERVISION EXERCISED: None.

JOB SUMMARY: Responsible for assisting physicians with patient care by controlling patient flow, obtaining and documenting history and vital signs, performing assigned procedures, and providing patient education.

ESSENTIAL FUNCTIONS:

1. Provides general care to patients. Administers prescribed medications and treatments.
2. Maintains exam rooms with necessary supplies and materials. Ensures cleanliness. Prepares equipment and aids physician during treatment, examination and testing of patients.
3. Observes, records and reports patient's condition and reaction to drugs and treatments to physicians. Educates patient / family about diagnostic procedures, medications, nutrition and maintenance of health and wellness.
4. Ensures appointment preferences are given to patients in emergency situations. Greets patients and prepares them for physical examination. Screens patients for appropriate information. Instructs patients in collection of samples and tests.
5. Assesses patient needs and suggests solutions to patient care problems.
6. Maintains accurate patient records.
7. Responsible for reporting improperly operating medical equipment and instruments to supervisor.
8. Responsible for following OSHA regulations.
9. Regularly interacts with physicians and other departments in order to identify and resolve problems.
10. Responds to / refers incoming patient treatment related phone calls.
11. Maintains patient, employee and clinic confidentiality.

REQUIREMENTS:

Certified Medical Assistant (CMA or RMA) preferred,

CPR certification required.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills and abilities may change as needs evolve.