



## JOB DESCRIPTION

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**Job Title:** Certified Medical Assistant

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**Supervisor:** ROC Supervisor

**Supervisory Responsibilities:** None

**Schedule:** Friday, Saturday, Sunday, Monday – 9:00am-7:30pm.

**General Summary of Duties for Medical Assistant:** The Certified Medical Assistant will work directly with healthcare providers to collect test samples, maintain patient records, explain common medical procedures to patients and assist in basic examinations.

**Major Responsibilities:**

1. Exhibit a professional and caring attitude toward patients and co-workers
2. Organize and maintain patient flow
3. Obtain patient's medical history
4. Prepare the patient for examination and have them prepped as needed
5. Assist patient to X-ray and order study per physician guidelines
6. Assist the patient or perform procedures such as: cast application/removal, suture removal, dressing changes, splinting, and aspirations/injections
7. Instruct the patient as advised by physicians
8. Work closely and cooperatively with other departments
9. Assist the physician with phone calls/documentation
10. Clean and stock the exam rooms
11. Proficient in Medical terminology
12. Use of discretion in maintaining confidentiality and privacy in accordance with HIPPA
13. Ability to stand for long periods of time
14. Ability to assist physician with orthopedic procedures
15. Ability to work well with all who use the facilities in a collegial manner
16. Ability to organize work, and make progress in a role that has many interruptions throughout the day
17. Computer, Phone systems, Fax machine, Copy machine, Voice mail
18. Obtaining necessary authorizations from insurance companies (commercial or workers compensation) for services or durable medical equipment obtained by the patient within the clinic encounter
19. Other duties as assigned

**Education:** High School Diploma and one year of college, preferably in the area of Pre-Health Studies.

**Experience:** Certified Medical Assistant Graduate.

**Performance Requirements:***Knowledge:*

1. Understanding of medical terminology, anatomy and physiology, diagnostic procedures, pharmacology, and treatment assessments to the extent required to understand and accurately transcribe dictated reports. Translate medical abbreviations into their expanded forms.

*Skills:*

1. Organizational skills with focus on tracking patient care and improving patient flow
2. Professional demeanor and recognition of privacy considerations for patients and families
3. Communication skills and the ability to coordinate and cooperate with multiple members of the health care team
4. To perform this job successfully, an individual should be able to learn and use all functions of electronic medical record software and transcription software. Must accurately enter data into a database, search for information, send and receive email and attachments.

*Abilities:*

1. Ability to record exam details
2. Computer proficiency and ability to quickly learn new applications
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to apply logic and draw conclusions based on knowledge. Have the ability to refer to reference materials to solve problems.
4. The ability to write routine reports and correspondence. Must be proficient in typing and good at spelling, punctuation, grammar, and oral communication.

**Mental/Physical Requirements:** Have the emotional maturity and stability to approach highly stressful human situations in a calm and rational manner. Capable of lifting 25 lbs. or more of force constantly, carry, push, pull, or otherwise move objects, including the human body. Must be able to observe safe practice criteria in assisting patients and be able to safely support the full weight of a patient when necessary. Make clinical judgment using critical thinking. Adhere to ethical standards of conducts as well as applicable state and federal laws.