

 **Job Description**

**Job Title:** Certified Medical Assistant

**Job Code:** 13

**Classification:** Full Time/Non-Exempt

**Reports to:** Clinical Staff Supervisor

**Creation Date:** 03/21/2018

**Job Description Summary:**

Under direction of the Clinical Manager the Certified Medical Assistant is responsible for assisting in the delivery of health care and patient care management.

**Essential Duties and Responsibilities:**

* Performs selected nursing and administrative duties, and assists the physician as part of the clinical care team.
* Conducts pre-visit planning by reviewing and updating patient charts prior to appointment with recent test results and correspondence and determines needed services per practice protocol.
* Confers with physician regarding any incomplete patient tests/consults or other incomplete orders prior to patient visit.
* Prepares patients for examination and treatment escorting them from the waiting area to the exam room and taking histories and vital signs.
* Prepares, cleans and maintains exam and treatment rooms.
* Gives injections and draws blood; assists with EKGs, OB/GYN exams and office procedures as needed; provides other patient care services as directed by the Physician or Nurse practitioner.
* Maintains sample medication records, administers medication upon physician order and responds to medication requester per practice protocol.
* Prepares and maintains clinical supplies and equipment.
* Triages and responds to patient communications within practice policy.
* Assists with scheduling tests and treatments, pre-certifying patients for hospital care and/or procedures, and processing referrals to other providers.
* Coordinates care with disease management or case programs as needed.
* Contributes to the development of policies and procedures.
* Participates in professional development activities and maintains professional affiliations.
* Creates, maintains, copies and files patient files, records and other information as needed.
* Maintains strict confidentiality.
* Treats staff, physicians, visitors and patients with dignity and respect.
* Performs other related work as required.

**Job Qualification Requirements:**

**Education:** Graduate of Medical Assistant Program

**Licensure/Certification:** Certification as Medical Assistant, required.

**Experience:** One to three years of clinical experience required. CPR certification required.

Knowledge of medical equipment and instruments, common safety hazards and precautions and treatment room procedures required. Ability to maintain strict confidentiality.

**Physical Requirements:** Must be able to stand and walk for extended periods of time; push, pull and reach. The ability to move and lift patients, when necessary. Occasionally lift up to 50 lbs.