



JOB DESCRIPTION MEDICAL ASSISTANT

Employee Name: _____

Immediate Supervisor: Clinic Supervisor or Physician Practice Manager

Requirements: Must hold valid certification in an accredited Medical Assisting program.

Nature and Scope of Position:

The Medical Assistant reports to the Clinic Supervisor, Office Manager or Department Director. They are responsible to carry out assignments as assigned by the Clinic Supervisor, Office Manager or Department Director of Boone Memorial Hospital.

Attitude:

Medical Assistants should always be polite and courteous to member of hospital staff, patients and visitors. They must also be able to get along with others in order to hold the highest standard of the hospital and the position. And they must be on time for work and work without unnecessary absences to ensure proper staffing at all times.

General Skills

1. Appearance
 - a. Maintain personal grooming appropriate to the health care profession
2. Work habits
 - a. Function within a medical assistant's scope of practice
 - b. Accept constructive criticism with a positive attitude
 - c. Regular and punctual attendance
 - d. Show initiative and responsibility
 - e. Exercise efficient time management
 - f. Organized
3. Patient relationships
 - a. Approach patients in a professional manner
 - b. Adapt communication to individual's ability to understand
 - c. Maintain confidentiality (HIPAA guidelines)
4. Staff relationships
 - a. Choose appropriate topics for conversation
 - b. Work as a team member
 - c. Show leadership abilities
 - d. Follow established policies and procedures
5. Subject knowledge (theory)
6. Use medical terminology appropriately
7. Communicate effectively verbally and in writing
8. Self-directed
9. Use good judgment and make decisions that reflect knowledge of facts
10. Learn quickly with little instruction
11. Understand hereditary, cultural and environmental influences on behavior

Job responsibilities will involve working with patients in a clinical context, assisting physicians during procedures, and performing light medical procedures. Because of the responsibilities that come with medical practice, the clinical medical assistant are regulated per educational requirements.

The basic duties of clinical medical assistants include:

- Taking Patient Vital Signs
- Taking Medical Histories
- Preparing Patients for Medical Tests and Examinations
- Assisting Physicians During Examinations
- Explaining Medical Procedures to Patients
- Sterilizing Medical Instruments
- Removing Sutures
- Calling Prescriptions in to Pharmacies
- Preparing Patients for X-Rays
- Administering Topical, Oral, or Intramuscular Medications

The medical assistants may be asked to perform blood draws (phlebotomy).

Administrative Medical Assistant Duties

Administrative medical assistants are less directly involved with patients, and more involved with the general running of the medical practice. The administrative medical assistant shall work with patients in the context of scheduling appointments and handling billing functions, as well as other duties.

Some administrative medical assistant responsibilities may include:

- Filling Out Insurance Forms
- Filing Patient Medical Records
- Maintaining the Confidentiality of Patient Information
- Managing inventory and ordering supplies
- Scheduling Patient Medical Procedures
- Following Up On Patient Visits
- Updating Patient Charts
- Ordering Lab Tests
- Billing Patients
- Working with Insurance Companies
- Managing Petty Cash

Clerical Medical Assistant Duties will include the following:

Clerical medical assistants perform many of the same job functions as administrative medical assistants, but with less emphasis on medical records and patient information. The clerical medical assistant role focuses more on the business aspects of running a medical practice. They are similar to administrative assistants in typical office settings, managing the day-to-day office activities that keep an office running smoothly.

Some clerical medical assistant job duties might include:

- Answering Phones
- Greeting Patients
- Sorting Mail
- Handling Correspondence
- Filing
- Typing Documents
- Performing Computer Data Entry
- Handling Billing and Bookkeeping Tasks

Clinical Skills

1. Apply principles of aseptic techniques and infection control
2. Maintain examination and treatment areas in regard to cleanliness and stock
3. Accurate assessment of patient and collection of past medical history
4. Prepare patients for examinations and procedures
5. Assist physician with examination and treatment
6. Recognize emergencies
7. Perform first aid (If you do not have a valid CPR card Boone Memorial Hospital offers free CPR classes on a regular basis).
8. Collect and process specimens as well as running a temporary registration
9. Perform blood collection procedures
10. Perform waived laboratory tests that assist with diagnosis and treatment
11. Screen and follow up on patient test results
12. Prepare and administer medication as directed by physician
13. Call medications into pharmacy for patients
14. Administer injections
15. Maintain medical records
16. Perform EKG
17. Assist in minor office surgery
18. Bandaging
19. Obtain vital signs
20. Perform injections

Education Requirements:

- High School Diploma and certificate from Medical Assistant program at a credentialed facility.

Physical Demands:

Ability to perform various motor skills such as; standing or sitting for long periods of time, walking, lifting (up to 50 pounds) using proper lifting techniques, stair climbing, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis.

I have read and understand the Position Description described above.

Employee Signature

_____/_____/_____
Date