

Job Responsibilities of the Medical Assistant

As a Medical Assistant, you are a valued member of the team. You represent our mission, values, and goals!

In addition to signing the Employment Agreement, which states your specific duties at work, this can be a reference to your job description and responsibilities.

Medical Assistant Responsibilities:

1. Primary
 - a. Greeting Patients for their appointments
 - i. Thank them for choosing “Location” for their care
 - b. Documenting patients’ medical information
 - i. Medical History
 - ii. Chief Complaint
 - iii. SOAP Note
 - iv. Any special requests or needs
 - c. Triage Patients
 - i. Screening patients upon entry
 - ii. Taking Vital Signs
 - iii. Following national, state, local and clinic protocols
 - iv. Preparing patients and their charts to be seen by the provider
 - d. Taking tissue and fluid samples and sending them in for laboratory analysis
 - e. Prepping exam rooms for clinical procedures and assisting practitioners with patient care
 - f. Assisting practitioners during routine checkups, outpatient procedures and other physical exams
 - g. Following up with patients visit and documenting their symptoms
 - i. Report any abnormalities/emergencies to the practitioner immediately
 - h. Preparing and administering medications under the direction of the practitioner
 - i. Performing data entry tasks to document patient records within facility EHR
 - i. Transcribe lab orders as directed
 - ii. Transcribe treatment plan information as directed by the provider
 - iii. Fill out Referrals
 - iv. Fill out Imaging orders

- j. Maintain organized and accurate patient records
 - k. Provide compassionate patient support and care, attention and assistance during office visits
 - l. Perform other tasks assigned by management/care coordinator/practitioner
2. Secondary
- a. Call patients with results as directed by the provider
 - b. Follow up with Patient's Pharmacies
 - c. Stock and clean patient rooms between visits
 - d. File Charts as needed
 - e. Aid Receptionists in their duties as needed
 - f. Clean and disinfect Lab and Lab Draw areas
 - g. Translate for providers
 - h. Sterilize surgical materials
 - i. Ensure medical waste is properly disposed
 - j. Other tasks as delegated by management

Medical Assistant Qualifications:

1. High School Diploma/GED
2. Medical Assistant 2+ Years Experience (or certification)
3. Phlebotomy experience
4. Basic Life Support Certification
5. Ability to handle a fast-paced environment and prioritize tasks based on the importance
6. Excellent communication and problem-solving skills
7. Familiarity with digital record systems
8. Familiarity with medications
9. Outgoing Personality
10. High Desire to Serve Others
11. Team Minded
12. Attentive to detail