



Medical Assistant

Job Description

Position Summary

Position Title: Medical Assistant

Last Updated: October 2021

Reports to: Clinical Directors

Employee Acknowledgement: I hereby acknowledge receipt and understanding of the requirements and scope of responsibility outlined within this job description. I further acknowledge that the requirements outlined within are not intended to replace policy, nor supersede managerial guidance, and may not fully outline all tasks that may be required in meeting the requirements of the position, nor the service of either internal or external customers.

Department/Work Location: Various

Classification (exempt/non): Non-Exempt

Supervising Others (yes/no): No

Signature: _____

Position Description

Medical Assistants work under the supervision of a provider/clinical director. Records all medical information from patient encounters into the Electronic Medical Records to ensure medical documentation supports both quality care and appropriate billing. The individual displays responsible behaviors, communicates effectively to others, and functions as a member of the healthcare team. Perform other duties as assigned. Will be required to maintain tier level appropriate to position.

Desired Education, Certifications and/or Experience

Required

- High school graduate or GED certificate recipient
- Strong ethical and moral character references
- Language skills adequate for high-level written, interpersonal, and telephone communications in American English

Preferred

- Medical Assistant experience
- Certification - CNA, CCMA, CMA

Responsibilities / Functional Job Description

General: Performance Expectations

1. **Responsible** – works well independently as well as on a team, in a safe and appropriate manner. Demonstrates both problem-solving and problem-prevention skills in a timely manner.
2. **Sensitive** - displays sensitivity to the needs of patients, providers and co-workers. Demonstrates good communications skills and empathy.
3. **Timely** - recognizes time as a patients' most valuable resource and responds promptly to patients' and co-workers' needs. Shows initiative and dependability.
4. **Accurate** - works carefully and precisely, with attention to detail.
5. **Coordinated** - organizes and delivers service in the proper order. Displays good organization skills and utilizes resources wisely.
6. **Thorough** - meets all the requirements of his/her position. Is able to evaluate and follow up on his/her services.

Role Specific:

Roll responsibilities varies by department.

Desired Knowledge, Skills & Abilities

1. Performs selected duties, limited intake evaluation, vital signs, assists in minor office procedures.
2. Assists providers on a real-time basis with clerical aspects of patient care.
3. Prepare, stock and clean exam rooms, maintain supplies and equipment for treatment.
4. Help with scheduling of tests and/or treatment at the office or another facility.



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5. Provides information on procedures to patients at providers request and answers patients' questions regarding care instructions to best ability.
6. Communicates test results to patients and providers.
7. Enhance professional growth and development through meetings and continued education.
8. Knowledge of each provider's protocols.
9. Oversees inventory control and orders supplies if applicable.
10. Maintain working knowledge and operative skills of computer systems.
11. Ensure accuracy and completion of patient electronic orders.
12. Wear identification while on duty.
13. Use sterile technique when appropriate for in-office procedures.
14. Correctly draw up medications.
15. Prepare exam rooms before the patients are seen.
16. Prioritize work efficiently i.e. take care of patients in the office before other duties.
17. Greet patients and prepare them for examination.
18. Maintain/review patient records, charts and other pertinent information.
19. Serve as a patient advocate providing information to enable informed consent.
20. Display ability to learn and retain information regarding patient care procedures.
21. Be able to plan and complete delegated tasks.
22. Confident in checking schedules and organizing patient flow.
23. Accompany patients to exam/procedure room; assist patient as needed with walking, dressing, removal of sutures and collecting specimens.
24. Comply with HIPAA and OSHA requirements.
25. Fulfill clerical responsibilities as assigned which may include: sending and receiving patient medical records, obtaining lab/x-ray reports, hospital notes, referral information etc.; complete forms as needed; schedule appointments and manage charts.

Equal Employment Opportunity

Catalyst Medical Group will provide equal opportunity employment to all employees and applicants for employment. No person shall be discriminated against in employment because of race, color, gender, age, national origin, ancestry, religion, physical or intellectual disability, marital status, parental status, sexual orientation or any other category protected by law.

Americans with Disabilities Act (ADA) Statement

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is consistently required to stand; walk; stoop, kneel, or crouch. The employee must regularly lift and/or move up to 50 pounds.