



Medical Assistant Job Description

Role/Position Definition: Provides clinical services according to State guidelines and under the supervision of the Attending Physician. **This position requires travel between 2-3 clinics.**

Qualifications/Position Requirements:

- Education/Experience
 - High School Diploma or equivalent required.
 - Graduate of approved program for Medical Assistant, Nurse Aide, or Patient Care Technician training preferred.
 - 1+ years of Clinical/medical office setting experience strongly preferred.
 - Experience in a healthcare setting strongly preferred
- Licensure/Certification
 - Certified Medical Assistant preferred.
 - Assessment Based Recognition in Order Entry Certification from the American Association of Medical Assistants must be obtained within 90 days of hire OR current CMA / EMT license required.
 - BLS Certification required.
- Knowledge, Skills and Abilities
 - Must have knowledge of Medical Terminology.
 - Knowledge of and proficiency in computer usage.
 - Must demonstrate excellent organizational skills.
 - Must possess strong customer service skills, including demonstrating initiative and flexibility in situations.
 - Must possess ability to communicate effectively both verbally and in writing.
 - Must be able to work in a high-pace facility and multi-task.
 - Must be able to travel to various locations throughout the corporation.

Duties and Responsibilities:

- Support Physicians and other staff in all offices as needed.
- Provide care to patients consistent with identified medical regimens; responsive to patient, family, and patient's insurance carrier requests.
- Performs preoperative assessment of patient and confirms completion of required documentation and authorization.
- Order and/or refill prescriptions only with physician's authorization.
- Responsible for scheduling depositions and Independent Medical Examinations (IMEs) for physicians.
- Utilizes strong communication, time management, organizational, multi-tasking, and customer service skills necessary in order to complete the tasks at hand.
- Uses the computer software systems to input information and communicate with other members of the organization.
- Uses the general office equipment (i.e. copier, scanner, printer, fax, and telephones) to perform the necessary clinical functions.

- Maintains confidentiality of information pertaining to patients, Physicians, employees, and guests per the Confidentiality Agreement and Policy.
- Assists Physicians in multiple requests on a regular basis and assists fellow staff members whenever possible.
- Prioritizes tasks in order of importance and uses down time in a constructive manner without prompting.
- Develops and maintains a good working rapport with interdepartmental personnel as well as physicians, supervisors, patients, visitors, and other department areas within the facility.
- Maintains and promotes professional competence through continuing education and other learning experiences.
- Adheres to all policies and produces.
- Attends required departmental meetings to stay current with department changes/updates and educational opportunities.
- Provides/Assists with training and orientation of new staff when applicable.
- Performs all other duties as assigned.