Medical Assistant

Job Code 00007213

General Description
Responsible for explaining procedures, setting up the exam room, cleaning and restocking items, and performing treatments.

Examples of Duties
Collect patient data including chief complaint, vital signs, allergies and past medical history. Enter data into computer to schedule appointments, document diagnoses and capture charges. Perform skilled nursing tasks including wound care, EKG, administration of immunizations, intramuscular, subcutaneous, oral, and inhalation medications. Assist the medical provider during exams, schedule follow up appointments and referrals, label specimens. Stock exam rooms and remove biohazardous waste. Document procedures. Prepare patients for examination by having necessary instruments available. Perform other duties as assigned.

Knowledge, Skills, and Abilities
**Knowledge of:** Performance of nursing skills and procedures; use of medical equipment and supplies; guidelines and accepted standards; OSHA standards; AAAHC standards, Texas State, and SHC policies and procedures.

**Skill in:** Labeling specimens accurately; documenting patient care; completing time sheet; interacting with patients, staff, and outside personnel.

**Ability to:** Review patient record and determine provider equipment and supply needs; understand written job instructions; use measuring devices; administer medications and immunizations; collect patient data and information; effectively communicate with staff and others; identify problems with patient flow process.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Medical Assistant Certification, CPR