

## Job Description for Medical Assistant

Family Health Care Associates (FHCA) has developed this position description to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position. Depending on the size of the facility and location the job duties may vary.

### Position Summary

Medical Assistants perform routine administrative and clinical tasks to keep the offices of health professionals running smoothly. The duties of Medical Assistants vary from setting to setting, depending on the size, location, and type. In addition to administrative duties, Medical Assistants perform clinical duties in accordance with state law.

### Position Responsibilities

Common responsibilities of Medical Assistants include (but are not limited to):

#### Administrative:

- Front desk reception
- Answers phones and schedules appointments
- Greets patients, completion of registration forms, and gives instructions
- Files and maintains medical and financial records
- Prepares and types correspondence
- Processes mail
- Purchases and maintains supplies and equipment
- Performs computer skills in patient billing, transcription, scheduling, insurance claims, accounts receivable, and data base entry
- Arranges for hospital admissions and outside referrals
- Calls in prescriptions to the pharmacy
- Uses communication skills with appropriate medical terminology
- Follows appropriate legal and ethical professional conduct
- Performs other position-related duties as assigned

#### Clinical:

- Measures and records vital signs
- Records patient interview, history, and chief complaint
- Provides patient education with regards to medications, management of diseases, home treatments and special diets
- Prepares patients for examinations and performs routine screening tests
- Assists medical professionals with exams
- Phlebotomy and collection of other lab specimens
- Performs basic lab tests
- Performs EKGs
- Assists with X-ray and physical therapy procedures
- Prepares and administers medications with practitioner authorization
- Changes dressings, applies bandages, removes sutures and other first aid procedures
- Uses CPR skills when necessary

- Maintains supplies, equipment, stocks and sterilizes instruments
- Practices OSHA safety standards
- Performs accurate, legal, and ethical documentation always
- Performs other position-related duties as assigned

**Other Responsibilities**

- Follows facility and OSHA safety rules and procedures while on assignment
- Respects cultural and religious practices of patients
- Upholds HIPAA regulations
- Punctual and dependent for assigned/confirmed shifts

**Physical Demands**

Medical Assistants may spend a great deal of their professional day walking, standing, moving, and manipulating equipment, as well as lifting and moving objects, equipment, and supplies. It is reasonable to anticipate lifting 20-25 pounds in any given day. Lifting up to 40-50 pounds may occasionally be required, depending on the specific style or type of care provided.

In the performance of certain patient care tasks, the Medical Assistant may be expected to have sufficient manual dexterity to safely perform various skills and techniques. Tasks and expectations may vary by clinical site and medical practice.

Medical Assistants may also be expected to have a level of visual and auditory acuity sufficient to meet the needs of their job tasks. Corrective equipment and devices may enhance the person’s ability to achieve the appropriate level of acuity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 stand and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is required to sit and stoop, kneel, or crouch.

Physical Demand Ratings are an estimate of the overall strength requirements that are important for an average, successful work performance of a specific job. To classify the occupation of a worker with a physical demand rating, the most strenuous and frequently performed tasks are evaluated. The overall physical demand rating for a job of the Medical Assistant falls within the *Light* classification according to the Dictionary of Occupational Titles.

If at any given time you are not able to perform your job as outlined above, it is imperative that you contact your supervisor so that reasonable accommodations can be made by FHCA.

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**