



Job Title

Medical Assistant

Reports To	FLSA Status	Last Modified
Site Manager/RN Educator	Non-Exempt	2022-03-14

Job Summary

- Assists physicians, nurses, and other medical staff by performing administrative and clinical duties.

General Accountabilities

- Prepares treatment rooms for patient examinations.
- Cleans treatment rooms following patient examinations.
- Interviews patients to obtain their medical history.
- Records patient medical history, vital statistics, and test results in patient medical files.
- Performs routine screening tests, such as height and weight measurements and blood pressure checks.
- Draws blood, removes sutures, changes dressings.
- Purchases and maintains supplies and equipment.
- Cleans and sterilizes medical equipment and instruments.
- Properly disposes of contaminated supplies.
- Assists physicians during examination by handing over instruments and materials.
- *The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: MA Diploma/Associate's degree
- Experience: 1-2 years of related experience; or equivalent combination of education and experience
- Licenses/Certifications: CPR and first aid certification required; certification as a medical assistant (CMA) preferred

Skills

- Speaking
- Active listening
- Social perceptiveness
- Monitoring