

Medical Assistant

Helps patients by providing clinical assistance in the offices and clinics of health care providers.

Medical Assistant Job Duties:

- Welcomes patients by greeting them, in person or on the telephone; answering or referring inquiries.
- Prepares patients for the health care visit by accompanying them to the examining room; providing examination gowns and drapes, if necessary; arranging examining room instruments, supplies, and equipment, and removing sutures and/or changing dressings at the direction of the provider.
- Verifies patient information by interviewing patient; reviewing and/or recording medical history; taking vital signs; reviewing medication list in detail; obtaining diagnostic reports and/or discs; confirming purpose of visit or treatment.
- Provides patient education by providing upcoming procedure, medication, and diet information and instructions; answering questions.
- Generates patient visit encounter in MediTouch by recording information obtained from patient's clinic note.
- Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
- Ensures equipment is in proper working order by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Maintains safe, secure, and healthy work environment by following, and enforcing standards and procedures; complying with legal regulations. This includes cleaning exam rooms and equipment with antiseptic wipes at the end of each clinical day.
- Maintains patient confidence and protects operations by keeping patient care information confidential.
- Serves and protects the physician or health care provider practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances health care practice reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Medical Assistant Skills and Qualifications:

Clinical Skills, Creating a Safe, Effective Environment, Health Promotion and Maintenance, Procedural Skills, Documentation Skills, Verbal Communication, Planning, Time Management, Dependability, Teamwork