Title: Medical Assistant

Essential Function

Under general supervision from a designated supervisor, assist doctors and other clinical practitioners with patient care sessions, procedures, phlebotomy or appointments, tests, etc.

Characteristic Duties

- Assist physician and nurses during clinical sessions.
- Prepare procedure room, change linen and paper; stock gowns, sheets and other supplies.
- Perform phlebotomy services as required, transport blood and fluids to lab; review results and alert doctors as to critical values; take blood pressure readings, pulse, respirations; may remove IV butterfly; monitor recovering patients.
- Schedule appointments by phone for doctors, triage phone calls; process prescription refills; schedule return visits, admissions or tests.
- Clean instruments and equipment and prepare for autoclave.
- Welcome and assist patients with registration; prepare charts and billing documents; may discharge patients from respective clinic.
- Perform related duties based on departmental need.

Minimum Qualifications

- High school diploma or GED equivalent. Graduate of a Medical Assisting Certificate program or received "verification of military training and experience." Must have 12 months of recent full-time or 24 months of recent part-time work experience in physician's office practice or other health care setting.

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