Medical Assistant Job Description Sample

We are seeking a Medical Assistant with exceptional clinical and personal skills. In this role you will perform clerical and medical tasks in a busy medical practice setting. You will be responsible for ensuring appropriate and timely clinical workflows from the waiting room to the exam room. You will also ensure patient questions are answered, as you escort them to check-out.

You will document patients’ vital signs including height, weight, pulse rate, temperature, and blood pressure, while simultaneously interacting with the them to discern their medical issue. This information will be recorded in the office electronic medical records charting system.

The role will require the ability to electronically schedule additional follow up appointments with our office or with other clinical providers or laboratory testing facilities. You will comply with HIPAA and all other federal or state regulations as required by law. You must have excellent interpersonal skills and be able to communicate sensitive information to a patient in a compassionate, yet professional manner. You will be able to coordinate the sometimes conflicting needs of coworkers, patients, and clinical staff. You will relieve the office receptionist as needed and will also be able to answer phones and schedule patients while monitoring the waiting room.

Responsibilities

* Greeting and escorting patients to exam rooms.
* Interviewing patients, collecting and charting vital signs that include weight and height, blood pressure and pulse, temperature.
* Assisting physicians or nurse practitioners in exam rooms.
* Communicating after-care instructions to the patient as instructed by the physician or nurse practitioner.
* Scanning and/or filing clinical reports in patient charts.
* Stocking and cleaning exam rooms and equipment.
* Maintain equipment logs and periodic checks, including lab refrigeration equipment.
* Answering and triaging phone calls at the front desk.
* Monitoring the waiting room in a clinical setting.

Required Skills

Educational

* High School Diploma or General Education Diploma (GED) required.
* Some post-secondary educational instruction is preferable, such as a medical assistant certification or other accredited specialization.

Technical

* Excellent communicator familiar with medical jargon and able to translate that appropriately to the layman.
* Clinical skills including the ability to take and document vital signs.
* Able to organize and manage the patient flow from the waiting room to the exam room.
* Knowledge of electronic medical records (EMRs). Must be able to document via a keypad on a laptop or desktop.
* Ability to run autoclave sterilizer, organize and clean exam rooms.
* Phone and interpersonal skills.

Communication/Organizational

* Excellent customer service skills with a calm, professional demeanor.
* Active listener with good reading comprehension.
* Strong organizational skills with a high level of responsibility.
* Ability to multitask and handle the smells, sounds, and stresses that come with a clinical environment.
* Concise writing and documentation skills.
* Analytical yet compassionate.
* Detail oriented and focused.
* Exceptionally responsible and efficient.

Benefits

* Full-time with benefits
* Part-time.

How to Apply

* Apply by forwarding your resume along with a cover letter.