



Medical Assistant (MA) Job Description

Basic Function and Responsibility

The Medical Assistant under the direction of a supervisor will provide support in form of assessments, examinations, treatments, and other management duties of patients in the clinical setting. One year of clinical experience is required with strong customer service, communication, teamwork, and multi-tasking, skills are a must.

Characteristic Duties (may include but are not limited to)

- ✚ Obtain vital signs, prepare and maintain examination and treatment areas in preparation for patient care. Assist with examinations, procedures, and treatments.
- ✚ Prepare and administer oral and medications and immunizations as directed by supervising provider and as permitted by Wisconsin law.
- ✚ Screen and follow up test results per protocols. Collect and process specimens correctly. Perform electrocardiography and respiratory testing. Schedule, coordinate, and monitor appointments.
- ✚ Evaluate and record patient history employing critical thinking skills using appropriate tools and protocols within the EMR.
- ✚ Document patient communication and clinical treatments timely, accurately, and appropriately.
- ✚ Establish, organize and maintain patient medical records. Maintain medication and immunization records in EMR and through Wisconsin Immunization Registry.
- ✚ Prepare and maintain examination and treatment areas in preparation for patient care, including inventory of supplies and equipment.

Qualifications

- ✚ Basic knowledge of Medical Terminology.
- ✚ CPR Certification.
- ✚ Certification as a Medical Assistant, Associates of Science with AAMA certification preferred, but not required.
- ✚ Must demonstrate the ability to handle and deal with multiple situations effectively.
- ✚ Must have empathy and compassion for all patients and staff.
- ✚ Demonstrate the ability to treat all patients and staff with dignity and respect.
- ✚ One year of current year of clinical experience within the last three years.
- ✚ Must be able to bend, squat, kneel and sit and/or stand for periods of 8 hours or more.
- ✚ Must maintain all credentials in a current and acceptable status.

Reviewed and accepted by:

Date: