**Medical Assistant Job Description**

**Education:** Medical Assistant Certificate or related on-the-job experience.

**Job Training: Medical Assistant should have two years of training involving both on-the-job experience and informal training with experienced workers.**

* Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
* Interview patients to obtain medical information and measure their vital signs, weight, and height when they check into the front desk.
* Show patients where to wait for the physician following vitals.
* Get the appropriate paperwork to the doctor.
* Update medications list in Elation EMR.
* Take messages from patients in person or over the phone and relay them through Elation EMR to the correct providers.
* Relay information from doctor to patients within 24 hours unless a weekend is involved.
* Referral coordinating
* Relay information to other doctor offices as directed by the doctor.
* Add pap information and order into St. Peter’s hospital website.
* Follow UTI protocol
* Order kits needed.
* Conduct BIA
* Autoclave
* Set up and take down for constitutionals.
* Apply numbing crème to face for facial prp
* Other duties as assigned.

**Tools and Technolog**y:

• Mercury blood pressure units — Baumanometers; Manual blood pressuring measurement equipment

• Nebulizer or accessories — Nebulizers; Pulmonary nebulizers

• Ophthalmoscopes or otoscopes or scope sets — Opthalmoscopes; Otoscopes

• Bilmpedance Analysis Scan- Input patient information, run the test and print results.

• Technology used in this occupation:

• Electronic medical records program Elation — Document patient communication and vitals.

• Kareo scheduling program

• Flexscan Inventory program

**Knowledge:**

• Office suite software —Microsoft Office; Spark; Outlook; Breevy ; Ipedimed

• Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

• Medicine— Knowlege in the medical field to identify if something is urgent and the understanding of medical terminology.

• English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

• Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.

• Computers and Electronics — Knowledge of electronic records and communication through spark, email and EHR. How the biolmpedance analysis scan system works.

**Skills:**

• Speaking — Talking to others to convey information effectively in a nonviolent way.

• Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

• Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

• Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

• Monitoring — Monitoring/Assessing performance of yourself, to make improvements or take corrective action.

**Abilities:**

• Documenting/Recording Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

• Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

• Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

• Written Comprehension — The ability to read and understand information and ideas presented in writing.

• Near Vision — The ability to see details at close range (within a few feet of the observer).

**Work Activities:**

• Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

• Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

• Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

• Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

• Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

**Detailed Work Activities:**

• Record vital statistics or other health information.

• Assess and reporting to the doctor conditions of patients to aid in treatment.

• Clean patient rooms or patient treatment rooms.

• Interview patients to gather medical information.

• Prepare patient treatment areas for use.

**Work Context:**

• Contact With Others — 84% responded “Constant contact with others.”

• Work With Work Group or Team — 74% responded “Extremely important.”

• Importance of Being Exact or Accurate — 95% responded “Extremely important.”

• Telephone — 83% responded “Every day.”

• Physical Proximity — 66% responded “Very close (near touching).