

Medical Assistant Job Description Template

Job Overview

Here at Sample Company, we are one of the leading firms in our field in the Capital City area. We're proud of our 3.9 Glassdoor rating. We are seeking to hire a seasoned Medical Assistant to help us keep growing. If you're dedicated and ambitious, Sample Company is an ideal place to get ahead. Make your next career move with us.

Responsibilities for Medical Assistant

- Receive and direct phone calls, schedule appointments, check-in patients, obtain necessary patient information to file and update patient records, and ensure all forms and consents are completed by patients
- Check-out patients, assist with referral processing, and arrange laboratory services
- Handle billing process
- Prepare patients for examination, take vitals, and record patients' health history
- Set-up EKG machines, administer injections and medications, and perform routine specimen collection and tests
- Prepare equipment and examination rooms, and clean instruments
- Assist physician with medical treatments, procedures, and exams
- Manage inventory of medical supplies and equip exam rooms with appropriate supplies

Qualifications for Medical Assistant

- High school diploma or GED required; completion of an accredited medical assistance certification program preferred
- Excellent interpersonal skills
- Ability to communicate clearly and effectively with patients and other external parties in a courteous and friendly manner at all times
- Must be detail-oriented and highly organized
- Firm grasp on medical practices, administrative processes, and organizational policies

- Knowledge of patient care and examination procedures
- Must be able to maintain confidentiality at all times