

Medical Assistant Job Summary

We are looking for a skilled and organized Medical Assistant to join our healthcare team. You will perform a combination of various administrative and clinical tasks.

Administrative responsibilities include greeting patients as they arrive, answering phone calls and emails, scheduling appointments, and updating and filing patients' medical records. Clinical duties include taking patient medical histories, recording patient vital signs, preparing patients for examination, and assisting the physician during examinations. When necessary, you will also administer vaccinations and process prescriptions to be filled at the patient's preferred pharmacy.

Medical Assistant Duties and Responsibilities

- Greet patients and gather contact information and insurance data
- Answer phone calls, respond to patient questions, and take messages
- File insurance forms and call insurance companies with questions about coverage
- Schedule new and follow-up appointments
- Prepare rooms and ensure supplies are ready, ordering more when necessary
- Assist in procedures and examinations
- Take and record patient vitals
- Administer vaccinations
- Educate patients and their families on health conditions, treatment, and medications

Medical Assistant Requirements and Qualifications

- Associate degree in a medical field (preferred)
- 1+ years of experience working for a healthcare practice or hospital
- Familiar with medical terminology
- Inventory management experience
- Excellent communication and organizational skills