

Position: Medical Assistant (MA)

Reports To: Clinical Supervisor

FLSA Status: Non-Exempt

Essential Functions:

- Escort patients to examination rooms, interview patients, measure vital signs, including weight, blood pressure, pulse, temperature, and document all information in patient's chart
- Assist provider in examination rooms
- Give instructions to patients as instructed by provider
- Ensure all related reports, labs and information is filed in patients' medical records
- Keep examination rooms stocked with adequate medical supplies and maintains instruments
- Triage and process messages from patients and secretarial staff to providers
- Dispense medications within the scope of practice as ordered by treating provider and in accordance with state regulations
- Adhere to OSHA safety standards
- Willingness to work on Saturdays during peak season
- Willingness to work at multiple local office locations
- Other duties as assigned

Skills:

- Ability to administer injections
- Ability to maintain effective and organized systems to ensure timely patient flow

Education:

- High School graduation or GED
- Medical Assistant certification required

Experience:

- Minimum of one year in Medical Assistant role

Disclaimer: *This job description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.*