

# CERTIFIED MEDICAL ASSISTANT

**Education Requirements:** Certification from a Certified Medical Assistant Program and a Medication Aide License through the state.

**Supervising Relationship:** Reports directly to the Nursing Director or the Clinical Charge Nurse

**General Duties:** Provides professional patient care for clinic patients.

**Typical Physical Demands:** Requires full range of body motion including handling and lifting patients, manual and finger dexterity along with eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts items weighing up to 100 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working irregular hours. Requires exposure to communicable diseases or bodily fluids.

**Typical Working Conditions:** Frequent exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinic environment.

**Primary Responsibilities:** (This list may not include all of the duties assigned)

- Regular and punctual attendance.
- Greets patients and prepares them for physician examination. Collects subjective and objective data and reports it to the physician/mid-level provider.
- Instructs patients in collection of samples and tests.
- Record and update patient's medical history and medication lists in the clinic's EMR
- Take and record patient's vital signs, and any information needed by provider in the clinic's EMR
- Performs general nursing care to patient per nursing standards. Observe and report patient's condition and reaction to medications to the physician and or mid-level provider.
- Administers prescribed medications and treatments in accordance with nursing standards.
- Assists with the preparation of equipment and aids physician/provider during treatment, examination, and testing of patients.
- Maintains timely workflow.
- Responsible for preparation of exam rooms, including re-stocking of treatment areas.
- Utilizes proper body mechanics, asks for assistance when necessary to prevent injury to patient or self.

- Responds to and refers incoming telephone calls to the appropriate person. Relays provider instructions to the patient and/or family members regarding medication and/or treatment instructions as allowed by HIPAA regulations.
- Attends required meetings and participates in committees as requested.
- Participates in professional development activities and maintains professional affiliations.
- Maintains patient confidentiality.
- *During a Designated Health Emergency, the following become an Essential Duty:*
  - *Disinfect surfaces that patients and staff members come in contact with during the course of business. This will entail using an approved disinfection agent to wipe off countertops, clipboards, exam room chairs, etc.*
- Compliant with CMS Covid-19 vaccine mandate.
- Other duties as assigned.

### **Performance Requirements**

Knowledge of the principles and skills needed for certified medical assistants to provide patient care and treatment. Knowledge of medications and their effect on patients. Knowledge of patient educations, and principles to develop a self-care program. Knowledge of common safety hazards, and precautions to establish a safe work environment. Skill in administering a variety of treatments and medications as directed. Skill in using various types of equipment for examinations and treatment procedures. Skill in taking vital signs. Skill in maintaining patient records. Ability to maintain quality control standards. Ability to recognize problems and relay solutions from the provider. Ability to react calmly and effectively in emergency situations. Ability to interpret, adapt and apply guidelines and protocols. Ability to communicate clearly and take direction from supervising RN.

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