

JOB DESCRIPTION

The Certified Medical Assistant position overall purpose is to provide administrative and clinical support, including taking patient vital signs, preparing patients for exams, assisting with procedures, maintaining medical records, scheduling appointments, and performing basic lab and POC testing, under the supervision of a physician or nurse practitioner. This role ensures the smooth operation of a medical care team by supporting patient care and administrative duties.

RESPONSIBILITIES

- Complete pre-visit planning and chart preparation for acute, follow up, and preventive wellness visits. This includes medical records requests, clinical care guidelines, and wellness visit documentation.
- Perform patient visit intake and chart documentation to include vital signs, appropriate screening and POC testing, medication and vaccine reconciliation, care guidelines documentation, HPI and reason for visit, and pediatric anticipatory guidance review, etc.
- Processes labs for first or second floor lab, ensuring all samples are labeled correctly with correct corresponding paperwork. Coordinates lab schedules and processes patient samples as ordered. Process supplies (Outside of procurement supply process), keeping up with PAR levels for clinical operations.
- Anticipate and set up procedures including toenail removals, joint injections, PAP Smears, aerosol treatments, ear irrigations, ASAF visits, etc.
- Complete patient clinical visit checks out including care plan review, patient education, the sharing of community and in-house resource information, and acquiring and fitting DME.
- Complete pre-visit planning and chart preparation for acute, follow up, and preventive wellness visits. This includes medical records requests, clinical care guidelines, and wellness visit documentation.
- Perform patient visit intake and chart documentation to include vital signs, appropriate screening and POC testing, medication and vaccine reconciliation, care guidelines documentation, HPI and reason for visit, and pediatric anticipatory guidance review, etc.
- Processes labs for first or second floor lab, ensuring all samples are labeled correctly with correct corresponding paperwork. Coordinates lab schedules and processes patient samples as ordered. Process supplies (Outside of procurement supply process), keeping up with PAR levels for clinical operations.
- Anticipate and set up procedures including toenail removals, joint injections, PAP Smears, aerosol treatments, ear irrigations, ASAF visits, etc.
- Complete patient clinical visit checks out including care plan review, patient education, the sharing of community and in-house resource information, and acquiring and fitting DME.
- Responsible for opening and/or closing daily clinic operations, overseeing activities of night clinic/Saturday clinic, working in the lab on assigned days, autoclaving, cleaning and stocking of exam rooms and additional clinical duties.
- Communicate with patient provider panel through phone calls and patient portal messaging to answer questions and handle appropriate patient care items.

QUALIFICATIONS

- High school diploma or equivalent (GED) **required**
- Completion of an approved Certified Medical Assistant program **required**

SKILLS & EXPERIENCE

- Minimum 1 to 3 years of experience as a Certified Medical Assistant
- Current Medical Assistant Certification/ BLS Certified
- Ability to communicate effectively (oral and written) with team members
- Exceptional knowledge of lab procedures and diagnostic testing
- Ability to navigate through electronic health records (EHR)
- Proficient level of understanding of common medical terminology
- Ability to multi-task and prioritize in a fast-paced environment