



GHR Job Description

Position: Medical Assistant

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position. Depending on the size of the facility the job duties may vary. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind; my employment with the Company is at-will.

Position Summary

Medical Assistants perform routine administrative and clinical tasks to keep the offices of physicians and other health practitioners running smoothly. The duties of Medical Assistants vary from setting to setting, depending on the size, location, and type. In addition to administrative duties, Medical Assistants perform clinical duties in accordance to state law.

Position Responsibilities

Common responsibilities of Medical Assistants include (but are not limited to):

Administrative:

- Front desk reception
- Answers phones and schedules appointments
- Greets patients, completion of registration forms, and gives instructions
- Files and maintains medical and financial records
- Prepares and types correspondence
- Processes, codes, and completes insurance claim forms
- Processes mail
- Purchases and maintains supplies and equipment
- Performs computer skills in patient billing, transcription, scheduling, insurance claims, accounts receivable, and data base entry
- Performs accounting, billing, and banking procedures
- Arranges for hospital admissions and outside referrals
- Calls in prescriptions to the pharmacy
- Uses communication skills with appropriate medical terminology
- Follows appropriate legal and ethical professional conduct
- Performs other position-related duties as assigned

Clinical:

- Measures and records vital signs
- Records patient interview, history, and chief complaint
- Provides patient education with regards to medications, management of diseased, home treatments and special diets
- Prepares patients for examinations and performs routine screening tests
- Assists physician with exams
- Phlebotomy and collection of other lab specimens
- Performs basic lab tests
- Performs EKGs
- Assists with X-ray and physical therapy procedures
- Prepares and administers medications with physician authorization
- Changes dressings, applies bandages, removes sutures and other first aid procedures
- Uses CPR skills when necessary

- Maintains supplies, equipment, stocks and sterilizes instruments
- Practices OSHA safety standards
- Performs accurate, legal, and ethical documentation at all times
- Performs other position-related duties as assigned

Other Responsibilities

- Follows facility and OSHA safety rules and procedures while on assignment
- Follows facility and GHR Unusual Occurrence Protocol
- Respects cultural and religious practices of patients
- Upholds HIPAA regulations
- Punctual and dependent for assigned/confirmed shifts

Position Requirements

- High school graduate preferred
- One (1) year Medical Assistant experience in corresponding setting is preferred
- Clear background check and drug screen
- Eighteen (18) years or older
- Federal-, State- and GHR-required credentials current and on file
- Able to read and write consistent with job requirements; cognitive skills as related to the position
- Proficient interpersonal relations and communicative skills

Working Conditions

Medical Assistants work in well-lighted, clean environments. They constantly interact with other people and may have to handle several responsibilities at once. Most full-time medical assistants work a regular 40-hour week. However, many medical assistants work part time, evenings, or weekends.

Physical Demands

Medical Assistants may spend a great deal of their professional day walking, standing, moving and manipulating equipment, as well as lifting and moving objects, equipment and supplies. It is reasonable to anticipate lifting 20-25 pounds in any given day. Lifting up to 40-50 pounds may occasionally be required, depending on the specific style or type of care provided.

In the performance of certain patient care tasks, the Medical Assistant may be expected to have sufficient manual dexterity in order to safely perform various skills and techniques. Tasks and expectations may vary by clinical site and medical practice.

Medical Assistants may also be expected to have a level of visual and auditory acuity sufficient to meet the needs of their job tasks. Corrective equipment and devices may enhance the person's ability to achieve the appropriate level of acuity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is required to sit and stoop, kneel, or crouch.

Physical Demand Ratings are an estimate of the overall strength requirements that are considered to be important for an average, successful work performance of a specific job. In order to classify the occupation of a worker with a physical demand rating, the most strenuous and frequently performed tasks are evaluated. The overall physical demand rating for a job of the Medical Assistant falls within the **Light** classification according to the Dictionary of Occupational Titles.

*Physical demands as published by the US Department of Labor, 1991 in the Dictionary of Occupational Titles, 4th, Edition. You may contact GHR's Human Resources Department for a comprehensive list of physical demands.