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# Example of Assistant Medical Job Description

Our innovative and growing company is looking to fill the role of assistant medical. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for assistant medical

* Collection of laboratory specimens and medical surveillance testing
* Greet patients and answer telephones using professional etiquette and superior customer service skills
* Update and file patient medical records in EMR
* Take accurate medical histories and record vital signs in EMR
* Instruct patients about medication and special diets
* Ensure accurate and timely documentation into the EMR
* Front office duties including but not limited to reception, patient check-in/check-out, payment collection, and electronic scheduling
* Works in conjunction with the Nurse Practitioner and Physician in the assessment of patients
* Provides primary functions of a Medical Assistant working in a Physician's office
* Maintains patient records and other information according to established office policies and procedures

## Qualifications for assistant medical

* Certified Medical Assistant, Certified Clinical Medical Assistant or Registered Medical Assistant is strongly
* Certified Medical Assistant, Certified Clinical Medical Assistant or Registered Medical Assistant
* Gastroenterology (GI) experience, preferred
* Current Certification as a Medical Assistant, strongly preferred
* Demonstrated ability to work as a valued team member
* Ability to work on a team and collaborate with a variety of individuals