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# Example of Assistant Medical Job Description

Our innovative and growing company is looking for an assistant medical. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for assistant medical

* Demonstrate positive customer service approaches when dealing with patients, families, or staff
* Prepare and set up exam room with appropriate equipment and supplies
* Clean and wrap surgical instruments for sterilization
* Safety and Quality Improvement
* Report incidents, problems, and concerns in a timely manner to leadership
* Develop and recommend changes in patient care to improve the quality of patient care services
* Review current medical assistant and other professional literature
* Maintain patient confidentiality in accordance with HIPAA
* Adhere to all UMHS policies and procedures and regulatory safety guidelines
* Maintain Mandatories

## Qualifications for assistant medical

* 3+ years of clinical experience in Family Medicine/Urgent Care/Occupational Medicine
* High School diploma with Medical Assistant program in college or technical school
* Strong interpersonal skills with a minimum of one (1) year experience in medical or related field
* Graduation from a Medical Assistant program
* Knowledge of Touchworks/Allscripts
* Certified Medical Assistant (CMA) or (RMA)