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# Example of Bilingual Medical Assistant Job Description

Our growing company is searching for experienced candidates for the position of bilingual medical assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for bilingual medical assistant

* Assist with all related job duties, as assigned
* Assisting the Surgeon during surgery and office visits
* Handling and processing instruments
* Preparing treatment rooms before and after patient care
* Monitoring and restocking surgical supplies
* Obtaining pre-authorizations for surgical procedures
* Sterilizing instruments
* Provides front and/or back office support
* Oversees patient check in by ensuring medical records/charts have been pulled, patient data is current, appropriate paperwork is in order, and charts are reviewed/prepared
* Interviews patient, measures vital signs and records reason for visit

## Qualifications for bilingual medical assistant

* Explains procedures, performs treatments, and administers prescribed medication
* Oversees patient check out by scheduling follow up appointments, collecting co-payment if applicable, ensuring paperwork is complete
* Schedules and confirms patient's appointments
* Reconciles co-payments at the end of each day
* Prescription call in for ambulatory care setting
* Demonstrated knowledge of the sterile techniques