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# Example of Certified Medical Assistant Job Description

Our innovative and growing company is hiring for a certified 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 certified medical assistant

* Prepare exam rooms, check patients in and out, escort patients to consultation room
* Schedule appointments, obtain insurance authorizations, obtain referrals from PCP and to other specialties
* Monitor and complete patient record requests, mail paperwork to new patients, collect and record data
* Initiate medication refill requests
* Responsible for all physician incoming phone calls regarding school medication forms, adverse reactions, refills, patients in crisis
* Greet and assist patients & families courteously
* Preps patients to be seen in the practice according to practice standards
* Performs and documents results of point of care testing and appropriate interventions to practice standards
* Immunizations are scheduled and administered according to practice guidelines and documented
* Performs initial screening of all clients ( to include pediatrics) scheduled to see a provider according to policy and procedures

## Qualifications for certified medical assistant

* Certificate of graduation from an accredited program for Medical Assistants preferred
* Graduate of a certified medical assistant program, RN or LPN
* Must obtain American Heart Association BLS certification within 6 months of hire
* Must be certified or able to be certified at levels A, C, and E
* Interim MA Certification accepted upon hire
* Two years’ experience within a medical setting