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# Example of Certified Medical Assistant Job Description

Our company is searching for experienced candidates for the position of certified medical assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for certified medical assistant

* Performing TB screenings
* Assisting the Nurse Practitioner with various tasks
* Assisting with sterilization of medical equipment
* Assist with drug refills as directed
* Selected candidate will perform clinical administrative functions including triaging, medication administration, rooming of patients, taking vitals and performing in office testing such as EKG's, assistance with medication refills, referrals, pre-authorizations and all other CMA duties typical of a physician practice
* Selected candidate will assume clinical administrative responsibilities including greeting patients, performing specific intake tasks such as height, weight, BP, urine dips, medication reconciliation, A1C testing, documentation in an EMR, managing patient/office flow for providers, scheduling, insurance verification, and pre-certifications, registering, scanning and collecting co-pays and balances
* Selected candidate will assist physician with patient flow, room patients, perform vital signs, maintain and stock exam rooms, register and schedule patients, assist with phone management, order clinical supplies and perform any tasks within their scope of practice that promote efficient work flow within the practice
* Selected candidate will perform clinical administrative functions vital signs, patient intake, rooming of patients, assisting physician as needed, cleaning and restocking rooms, ordering supplies and maintaining exam rooms, registering and scheduling patients in practice management system or for surgery
* This position may require occasional travel among sites
* Greet patients, perform height, weight, BP, urinalysis, 12 lead EKG, Burgada EKD holter monitors, 30 days event, oxygen saturations, document in EPIC, and manage patient/office flow for providers

## Qualifications for certified medical assistant

* Input student health data into student information system
* Process and adhere to the student’s Individual Health Plans
* Assist with inventory of medical supplies
* Maintain sign in sheets, incident reports, and medication logs for students
* Promote health and community services to students, staff, and families
* Ensure compliance with all state and federal laws, local board policies, administrative guidelines, and the Texas Educators’ Code of Ethics