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# Example of Front Office Medical Assistant Job Description

Our company is searching for experienced candidates for the position of front office medical assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for front office medical assistant

* Check references for prospective employees
* Assist all branch employees with key messages related to benefits and general HR policies during the orientation process
* Address all phone messages by the end of the day
* Process Referrals
* Scanning & Faxing
* Calling pharmacy when appropriate
* Calling patients with lab results
* Calling patients for appointment reminder and documenting in the EMR system
* Performs all duties within the scope of a Medical Assistant’s practice
* Taking vitals-if need be

## Qualifications for front office medical assistant

* Must be proficient in the use and application of personal computers and word processing software programs
* Must have reliable transportation and be willing to travel to any DMPG practice in the Atlanta area
* Minimum of one year medical assistant experience pediatric experience preferred
* One year of previous experience in a medical office setting preferred
* Tuberculosis test is a requirement for this position
* Will accept candidates with internship/externship experience