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# Example of Lead Medical Assistant Job Description

Our company is hiring for a lead 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 lead medical assistant

* May be expected to monitor and track time and attendance in accordance with clinic policy
* Perform all of the duties of the Medical Assistant I and Medical Assistant II
* Directs, supervises and coaches front office and clinical staff daily
* Directs less experienced medical assistants to specific duties such as obtaining vital signs (height, weight, blood pressure, ) and phlebotomy services as needed
* Accompanies patient to exam rooms when necessary
* Verifies insurance coverage and patient demographics
* Coverage for staff who are absent
* Training of new and less experienced MSA's
* Consult triage
* Providing guidance to staff members to include change in policies and procedures

## Qualifications for lead medical assistant

* Serves as a positive role model
* Six (6) month's experience in an outpatient setting as a Medical Assistant preferred
* Daytona Beach, FL
* VA San Diego Health Care System Employees Only
* Must be a current permanent employee of MEDVAMC
* You must submit a complete VA Form 10-2850C