Downloaded from <https://www.velvetjobs.com/job-descriptions/lead-medical-assistant>

# Example of Lead Medical Assistant Job Description

Our innovative and growing company is looking for a lead 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 lead medical assistant

* Works collaboratively in relationships with co-workers
* Assists with the development, implementation and evaluation of departmental policies and procedures
* Performs all responsibilities of primary role
* Assist with diagnostic tests and clinical procedures as outlined in the FMG Scope of Practice Policy and the State of Washington
* Provides x-ray reports to physician
* Documents QA controls and maintenance on x-ray equipment
* Documents lab and radiology results
* Answers telephones and assists patients, triaging calls as necessary
* Files patient charts
* Records daily visits and charges accurately

## Qualifications for lead medical assistant

* Beaver Dam and Baraboo CBOCs
* Must possess and maintain a current Medical Assistant certificate
* 5 years’ experience in physician office or healthcare setting with experience in patient registration, insurance verification, authorizations and co-pay collections
* High school graduate and/or equivalent
* Minimum three to five years of experience as a Medical Assistant with supervisory responsibilities
* Muskogee, OK