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# Example of Lead Medical Assistant Job Description

Our growing company is looking to fill the role of lead medical assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for lead medical assistant

* Functions as a resource for Medical Assistants (MA) in their principal duties and responsibilities
* Directs and guides back office staff in monitoring and expediting workflow
* Handles medical supply inventory, orders, and cost control
* Prepares, cleans and sterilizes instruments and maintains equipment, disposing of contaminated items according to protocol
* Communicates with patients regarding test results and plan of care by phone or mail as directed by physician
* Formulates and documents patient care plans, charts, tests and examination results in the medical record
* Works with the Healthcare Provider to facilitate training of new hires and other training initiatives
* Directs clinical staff, assign tasks and responsibilities, establishes priorities, reviews work, addresses issues and may initiate disciplinary actions to include follow-through
* Orients new staff
* Acts as the Service Section liaison for updates and changes regarding the Website

## Qualifications for lead medical assistant

* Ability to manage staffing requirements, manage priorities, and coordinate work in order to complete duties in an accurate and timely manner
* 50% in Portland, OR and 50% at the Vancouver, WA campus
* American Association of Medical Assistants (preferred)
* Multiskilled Medical Certification Institute, inc
* Helping them to understand their medical diagnoses, ordered testing, and other recommended treatments
* Assisting them with personal goals such as weight loss, better nutrition, physical activity or smoking cessation