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

# Example of Medical Lab Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of medical lab 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 medical lab assistant

* Open and close office as scheduled
* Maintains a consistent patient flow, and advises patients of delays in schedule
* Monitors and maintains patient reception area
* Registration of patients upon arrival
* Verifies and explains charges to the patient
* Checks patient's height, weight, blood pressure, pulse, respiration, temperature, and BMI
* Establish and maintain accurate patient records and filing system
* Maintains and orders medical and office supplies in a timely fashion
* Proactively participates in maintaining and/or improving quality improvement initiatives
* Performs pre-analytic processing of specimens

## Qualifications for medical lab assistant

* 1 year experience preferred and/or graduation from phlebotomy program
* Works within the syllabus for each course assigned based on accreditor and department criteria
* Ability to evaluate and implement curriculum, testing, and/or teaching methodologies
* If graduation did not occur within the last two years, one year of MA experience working in an applicable setting is required
* College diploma or equivalent required
* Certified Medical Assistant, Nurse, Nurse Practitioner, Medical Doctor or Physician’s Assistant, Medical Administrative Assistant, Medical Office Manager, Medical Records/Health Information Technician with a minimum an Associate Degree or Diploma/Certificate