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# Example of Medical Support Assistant Job Description

Our company is looking for a medical support 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 support assistant

* Works closely with Patients Benefits Coordinator in the identification of patients who may be eligible for third party resources
* The incumbent is responsible for furthering the goals of Equal Employment Opportunity (EEO)
* Responsible for assistance to Veterans providing a smooth process for the management of his/her outpatient appointments support work in connection with the care and treatment given to the Veterans by performing a variety of support duties that facilitate the work of an interdisciplinary coordinated care delivery model (e.g., PACT)
* Ensures that the clinic setup is closely monitored to effectively support the needs of the clinic, and make any necessary adjustments, working in collaboration with the appropriate clinic
* Will work with the Lead Medical Support Assistant in setting priorities and deadlines, providing input in problem solving on operational issues or procedures
* Reducing the overall cost of care by controlling the use of resources
* Will review the clinic's appointment schedule to ensure that clinic utilization is optimized and effectively supports the needs of the clinic the needs of the Veterans
* A more detailed description of the duties of this position is available in the Human Resources Management Service
* Use knowledge of governing regulations and procedures to ensure data is properly used and stored
* Organize work

## Qualifications for medical support assistant

* Selectee will be subject to a Supervisory Probationary period
* A one year Supervisory Probationary period may be required upon selection
* Position is covered by PL 101-630 and is considered a Child Care Worker position
* Martinsburg, WV
* VA Form 10-2850C must be included with application to be considered
* Create and maintain employee work schedules