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# Example of Registered Medical Assistant Job Description

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

* Take vital signs and prepare charts
* Communicate with medical team as necessary
* Greeting patients and escorting them to the exam rooms
* Obtaining and recording patient height, weight, blood pressures, pulse, respirations and temperature
* Ensuring that rooms are stocked accordingly
* Assisting with ordering all medical supplies
* Cleaning and preparation of rooms
* Assisting with room and tray set-up for the patient procedures
* Helping with the coordination of day-to-day traffic to maintain patient flow
* Maintaining privacy and confidentiality of the patients' records, according to HIPPA and complies with compliance guidelines

## Qualifications for registered medical assistant

* Scheduling and authorizing imaging studies and schedule surgery
* Assisting Physicians with patient care, dressing change
* Greet patients and escort them to the exam rooms
* Obtain and record patient height, weight, blood pressures, pulse, respirations and temperature
* Ensure that rooms are stocked accordingly
* Assist with ordering all medical supplies