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# Example of Registered Medical Assistant Job Description

Our company is hiring for a registered medical 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 registered medical assistant

* Help with the coordination of day to day traffic to maintain patient flow
* Maintain privacy and confidentiality of the patients' records, according to HIPPA and complies with compliance guidelines
* Schedule and authorize imaging studies and schedule surgery
* Assist Physicians with patient care, dressing change
* Greet guests and enter them appropriately in the electronic system
* Scan/upload documents to medical records
* Coordinate lab testing and results
* Assign FMLA cases to appropriate Disability Case Manager
* Room patients and vitals
* Assist with physicals, drugs testing and hair collection, vision/hearing testing, injections, fitness-to-work and return-to-work surveillance exams

## Qualifications for registered medical assistant

* Strong Urology background/knowledge, preferred
* 1 or more years of medical clinical skills preferred
* Current licensure in the State of Washington for Registered Medical Assistant required within 60 days
* Previous experience in a physician office setting preferred
* Administer ice/heat treatments (as ordered by provider)
* Administer ear irrigations (per medical orders)