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

# 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

* DOT Drug Testing and Breath Alcohol Testing
* Interview patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height and records information on patient’s charts
* Drapes patients with covering and positions instruments and equipment
* Inventories and orders medical supplies and materials
* Operates x-ray, electrocardiograph (EKG), and other equipment to administer routine diagnostic test or calls medical facility or department to schedule patients for tests
* Other Medical Assistant (MA) duties as assigned
* Administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, patient processing)
* Responsible for performing such duties as phlebotomy, patient scheduling, EKG's, collection of specimens, taking vital signs and assisting physicians or other providers under the direction and supervision of a Registered Nurse
* Assists with clerical functions to facilitate departmental operations including answering phone and scheduling patients and processing orders
* Responsible for maintenance of supplies, equipment, stocking exam rooms and monitoring environment

## Qualifications for registered medical assistant

* Minimum of one year Medical Assistant or relevant experience preferred
* More than 1 year experience preferred
* Graduate and current/active certification as a Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA)
* Minimum of two-three (2-3) years’ experience in an Occupational Health, Urgent Care, Emergency Room, or Primary Care/Family Practice type setting
* Perform clerical duties related to chart prep
* Report and document any unusual patient or administrative occurrence that may have an effect on the patients' and/or staff's well being