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# Example of Senior Medical Assistant Job Description

Our growing company is looking to fill the role of senior medical assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for senior medical assistant

* Recognizes emergency situations and implements emergency procedures
* Performs basic clerical duties in EHR or contacts Patient Access Services for phone registration
* Assists with select pre-authorizations and pre-certifications as needed
* Obtains new patient records and previous test results, x-rays, scans
* Relates work and job purpose to Michigan Medicine mission and commitment to putting patients and families first
* Physician Assistance
* Patient Placement
* Test Performance
* Chaperoning
* Supply Maintenance

## Qualifications for senior medical assistant

* Diploma or Associate’s Degree from an AAMA or AMT accredited Medical Assistant training program that includes a clinical externship or a formal medical services training program of the United States Armed Forces, as evidenced through educational transcripts
* Medical Assistants hired, re-hired, or promoted after April 6, 2015 must possess current certification by the AAMA or current registration by the AMT or obtain that certification or registration within the probationary period
* Medical Assistants hired, re-hired, or promoted on June 1, 2009 through April 6, 2015 must possess current certification by the AAMA or current registration by the AMT or obtain that certification or registration within one year of hire
* Must have and maintain valid American Heart Association Basic Life Support for Health Care Providers certification or the ability to obtain this within the first three months of employment
* Experience with EPIC and/or similar electronic health record
* Possesses active certification by the AAMA or active registration by the AMT at hire