



# Example of Front Office Medical Assistant Job Description

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Our company is searching for experienced candidates for the position of front office medical assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for front office medical assistant

- Check references for prospective employees
- Assist all branch employees with key messages related to benefits and general HR policies during the orientation process
- Address all phone messages by the end of the day
- Process Referrals
- Scanning & Faxing
- Calling pharmacy when appropriate
- Calling patients with lab results
- Calling patients for appointment reminder and documenting in the EMR system
- Performs all duties within the scope of a Medical Assistant's practice
- Taking vitals-if need be

## Qualifications for front office medical assistant

- Must be proficient in the use and application of personal computers and word processing software programs
- Must have reliable transportation and be willing to travel to any DMPG practice in the Atlanta area
- Minimum of one year medical assistant experience pediatric experience preferred
- One year of previous experience in a medical office setting preferred

