



Example of Medical Asst Job Description

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Our company is hiring for a medical asst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for medical asst

- Interview patients, measure vital signs, and record information on patients' charts
- Perform basic clerical duties including answering the phone, maintaining records, and filing
- Perform basic materials management functions to include ordering and stocking of supplies
- Pack supply carts, order supplies, maintain inventory
- Work hours will be determined based on meeting the needs of the department which can be subject to change
- Provides direct and indirect care to patients in the Ambulatory and Hospital setting
- Performs clerical duties under direct supervision of the provider/ licensed nurse
- Specialties range from preventative health to transplant services
- Provides patient care support and assists providers in the delivery of timely, quality patient health care services in a clinic environment
- Rooms patients, manages patient flow and obtains adequate patient medical information/data

Qualifications for medical asst

- Cardiology Experience is preferred

- Complete patient health history in the electronic medical record
- Knowledge of anatomy and proficient in medical terminology
- May be required to draw and collect blood samples for patients and prepare specimens for laboratory analysis