



Example of Medical Asst Job Description

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Our company is looking for a medical asst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for medical asst

- Prepare patient for examination
- Receives or initiates patient phone calls and follows practice or protocol while gathering pertinent data regarding the reason for call or patient request
- Schedules/cancels appointments for existing patients following standard practice
- May work in a team supporting multiple providers
- Non contract
- Monday - Friday clinic hours
- If support changes occur, may float to OB departments at other sites such as Bandana Square, Maplewood, and United Women's Health Clinics
- Provides urogynecology patient care support and assists providers in the delivery of timely, quality patient health care services in a clinic environment
- Perform EKG
- Call and send letters to patients who have missed remote transmission appointments as directed by RN's

Qualifications for medical asst

- Cardiac experience preferred
- Completion of a Medical Assisting program
- One (1) year of experience in an outpatient imaging center is preferred
- Requires full range of motion including handling and lifting patients, manual and finger dexterity and hand-eye coordination
- Must be able to lift 50 pounds and occasionally lift and carry items weighing

- Staff must remain flexible and available to provide staffing assistance for any/all disaster or emergency situation