



# Example of Medical Asst Job Description

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Our company is growing rapidly and 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

- Reconcile current medications and allergies
- Arrange for Event Monitors for patients
- Connect Holter Monitors to patients
- Main priority is working in the injection room where patients receive allergy injections, update vaccinations, complete blood pressure checks, apply Holter monitors, apply Home Sleep Study equipment, and other miscellaneous tasks
- Experience in ambulatory OB/Gyn clinic highly desirable
- Benefit Eligible
- Provides obstetrical & midwifery 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, performs NST's, assist with procedures and obtains adequate patient medical information/data
- Performs EKG's as needed
- This position will also be responsible for assisting with Optifast product inventory, ordering, and/or product sales

## Qualifications for medical asst

- Medical Assistant diploma from an accredited school or certification from an approved credentialing body for medical assistants is required
- National certification as a registered Medical Assistant is preferred

- Excellent communication and customer service skills in order to positively impact the experience of care for our patients, external customers and internal service partners
- Ability to respond to various patient needs
- Good organization, problem solving and judgment skills