



Example of Medical Asst Job Description

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Our company is growing rapidly and is looking to fill the role of medical asst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for medical asst

- Duties related to patient care in a team-based care and integrative health environment
- Competency is all skills related to the performance of providing exceptional patient care
- Assist in explaining policies, procedures, or services to our patients using your clinical and administrative knowledge based upon the scope of the physician's practice
- Proficiency with care tasks such as phlebotomy, aseptic technique
- Obtain the patient's medical history and document in the electronic medical record
- Ability to work with an Electronic Health Record, Practice Management and Scheduling systems
- Excellent interpersonal skills along with effective oral and written communication skills to enhance age-specific patient care, team collaboration and analytical problem solving
- Detail oriented with ability to multitask and follow-through
- Assists in the design and oversight of efficient patient flow and upholds an environment of patient safety and satisfaction
- Record patient history, chief complaint, pharmacy info, prescription list, into EMR for physical

Qualifications for medical asst

- Effective keyboarding skills and ability to navigate within an electronic medical record work environment
- LPNs must be licensed in the state of Minnesota
- 1-2 years of Urogynecology and/or Urology experience
- Comfortable and experienced with catheterization
- 1 or more years of Medical Assistant experience, completing intake tasks and registration (scheduling, check-in, check-out, and account collections)
- Medical Assistant Certification (Nat'l Medical Assistant (MA) Certification - CMA (Cert