



# Example of Medical Asst Job Description

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Our company is growing rapidly and is looking 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

- May be responsible for documenting the visit while in the exam room with the physician
- Clean and ensure the proper maintenance occurs for all exam rooms and sterilize instruments as trained
- Stock and supply exam rooms according to standards and patient needs
- Organizes and updates files, charts, and records Responsible for stocking of supplies and assists in ordering supplies
- Takes the patient's medical history and documents in the electronic medical record
- Assist with face to face and virtual visits
- Completes chart prep and previsit phone calls
- Medical Assistants will measure and record vital signs, take patient medical history and chief complaint and record information accurately in the medical chart
- Phlebotomy, finger sticks, and collection of other lab specimens
- Assist the provider with exams and minor office surgery

## Qualifications for medical asst

- Current MN LPN licensure for LPN candidates
- LPN candidates must have a current MN LPN license
- BLS training and current certification required

- Able to multi-task in a busy Family Practice clinic