



# Example of Pediatric Medical Assistant Job Description

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Our innovative and growing company is hiring for a pediatric medical assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for pediatric medical assistant

- Coordinate communication flow in the clinics including answering and directing telephone inquiries to the appropriate individual
- Assist in closing procedures of clinics and preparation for next day
- May withdraw venous blood and capillary blood or give injectable medications
- This position provides opportunities to work in a fast-paced, challenging, diverse and rewarding environment
- Take Electrocardiograms Perform other clinical functions as delegated and supervised by the physician
- Obtain body fluids as directed by practitioner
- With practitioner order, administer oral, subcutaneous, intramuscular or intradermal medication / inoculations and discontinue IVs
- Maintain confidentiality of records, patient, employee or medical center information at all times
- Administer medications and vaccinations as ordered
- Perform basic point of care laboratory tests on the premises

## Qualifications for pediatric medical assistant

- Medical Assistance Certification from an accredited school
- Phlebotomy Skills preferred, but training available on the job
- If not certified, must attain AAMA certification within one year of employment

- Successful completion of course in Medical Assisting from an accredited school, and Medical Assistant Certification (CMA), required