



# Example of Pediatric Medical Assistant Job Description

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Our growing company is searching for experienced candidates for the position of pediatric medical assistant. 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 pediatric medical assistant

- Administering immunizations / vaccinations
- Triaging procedures
- Documenting patient information
- Performing phlebotomy
- Handling specimens
- Conducting tests
- Evaluates documentation to ensure that appropriate, accurate, and complete information is maintained and appropriate authorizations are obtained in a timely manner
- Remains current on specific changes and requirements related to various insurance carriers by maintaining ongoing communication between the Business Office, insurance carriers, provider relations, and third party payors
- Interview patients, measure vital signs and accurately record information in the medical record
- Assure the patient and room is appropriately prepared and/or prepped for the planned exam or procedure

## Qualifications for pediatric medical assistant

- Medical Assistant or similar certification
- NJS Licensed Practical Nurse (LPN) and/or Certified Medical Assistant (CMA)

- Ability to effectively interview patients and collect information required to obtain medical history and to accurately register and/or schedule patients
- Consistently demonstrate correct handling of procedure specimens per provider orders, including appropriate identification, labeling, dating and disposal of the specimen
- Perform in-house testing, procedures and injections/immunizations as directed by provider, always following correct techniques and procedures