



Example of Pediatric Medical Assistant Job Description

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Our company is growing rapidly and is hiring for a pediatric medical assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for pediatric medical assistant

- Coordinating patient visit
- Answering telephones and taking messages
- Responsible for assisting in delivering patient care and performs back office duties
- Records vital values and a brief history in the chart
- Prepares the patient for the exam by the physician
- Administers injections
- Draws blood and performs laboratory tests
- Assists in office surgery and procedures
- Stocks exam rooms on daily basis
- Orders medical supplies following purchasing procedures

Qualifications for pediatric medical assistant

- 1 year previous experience in a physician office or clinic setting
- Previous Medical Assistant experience preferred
- Certification from accredited Medical Assistant (MA) program
- Previous experience working in a physician office or clinic setting preferred
- Formal MA program
- 2 or more years of work experience in a healthcare clinical capacity