



Example of Pediatric Medical Assistant Job Description

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Our company is looking for a pediatric medical assistant. 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 pediatric medical assistant

- Current Medical Assistant certification, or experience in lieu of certification, and CPR certification required
- Under the direct medical supervision of a physician the Medical Assistant II coordinates and assists with the implementation of delegated aspects of care and assists in both direct and indirect patient care of the Saint John's Health Clinic
- Under the supervision of a Registered Nurse, MOA performs a variety of direct patient care activities
- Update patient medical records
- Assist in obtaining patient records from referring physicians Perform other administrative duties as directed
- Promote patient/family understanding of the educational content and his/her involvement in the plan of care, and document in patient record Take Electrocardiograms
- Schedules various appointment types and completes simple referrals
- Monitors and manages messaging according to established JMPN standards and expectations
- Manages patient calls and enters accurate, complete messages in Epic
- Assists with medication refills, form completion and other patient requests

Qualifications for pediatric medical assistant

- A minimum of six months' work experience in a health care facility performing duties relating to patient care is preferred
- Graduation from accredited medical assisting program or licensed RN or LVN
- Ability to perform basic math and quantitative measurements, obtains height and weight, measures urine output
- FL Certified Nurse Assistant Licensure required
- Completion of an accredited program for medical assistants with current certification as a Medical Assistant required
- At least one year of ambulatory clinic experience preferred