



Example of Pediatric Medical Assistant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of pediatric medical assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for pediatric medical assistant

- Monitor inventory of medical supplies and order when necessary
- Organize patient flow and accompany patient to exam room
- Handle all clerical duties inclusive of providing telephone support, appointment maintenance and correspondence with insurance companies
- Provide Physician support by checking height, weight, pulse, blood pressure and temperature of patients
- Perform tests within the scope of their practice
- Set up and clean exam room before, between and after patient visits
- Coordinate all scheduling & documentation for follow-up testing on clinical diagnosis or procedure preparation (outpatient or referral to another specialist)
- Coordinate scheduling & documentation for all patient infusion appointments with MD's orders delivered a month in advance includes out of state agencies
- Coordinates, provides, and documents patient and family education including diagnosis testing or various procedure preparations
- Coordinate and oversees all patient communications with Physician(s) including pertinent messages and documents that need to be completed

Qualifications for pediatric medical assistant

- Experience with documentation and review in Epic or other Electronic Medical Record (EMR) (Must pass Epic proficiencies required for this position)

- Completion and documentation of California requirements with demonstrated competency for venipuncture/phlebotomy preferred (required for specific departments)
- Completion of a Medical Assistant (MA) program
- Adolescence
- Genetics