



# Example of Travel Medical Job Description

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Our company is looking to fill the role of travel medical. 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 travel medical

- Maintains a safe, comfortable and therapeutic environment for the patient and their families
- Enters verbal and written orders into EMR at the time order is received from a qualified provider (MD, DO, NP, PA)
- Answers M.A
- Disposes of contaminated items according to OSHA guidelines
- Handles laboratory specimens according to OSHA and CLIA guidelines
- Transmits patient education when appropriate through the use of preprinted education materials, links, etc
- Replenishes supplies, stocks and cleans exam room daily
- Takes medical stock inventory and communicates supply shortage to Clinical Director
- Maintains company code of conduct and patient confidentiality as regulated by HIPPA
- Attends annual CPR, OSHA and CLIA training programs as applicable

## Qualifications for travel medical

- Language skills - Ideally Spanish and French speakers but candidates speaking another language will be considered
- Current, nationally recognized Medical Assistant certification or the ability to obtain the certification within 90 days of employment

- One year experience in primary care clinical assisting preferred
- Certified Medical Assistant, current/valid CPR certification