



Medical Assistant Job Description

Job Title: Medical Assistant	
Effective Date: 8/08	Date of Last Revision: 1/2013

Position Summary

The Medical Assistant is a patient caregiver who, under the direction of a provider/nurse, is responsible for direct and indirect patient care activities. The MA strives to maintain efficient and effective workflow to ensure high quality patient care.

Principal Accountabilities and Essential Functions of the Job

(Listed in order of importance and percent of time; what must be accomplished, not how it must be done):

Major Areas of Responsibility/Essential Function

% of Time

<p>Accept responsibilities for only those tasks for which the MOA is competent to perform Delivers patient care under specified direction, guidance and supervision of the RN/provider Prepares the medical records for patient visits Provides care that is consistent with protocols, policies and procedures, standards and guidelines Assists and prepares the patient for visit by obtaining and documenting patient information/data according to department/provider guidelines Documents chief complaint, reason for patient visit and updates health summary and patient history information Collects and records all vital signs and other pertinent information as outlined by reason for visit Reviews need for preventive health screenings and informs provider Obtains signature for waivers as needed for appt and coverage type Prepares and assists provider with exams, procedures and treatments, including those requiring sterile technique Utilizes electronic applications to manage messaging, test ordering, and prescription processes. Instructs patients and/or significant others using established office protocols, delegated medical acts and/or specific provider orders and documents appropriate Administers medication in accordance with documented training and demonstrated competence Informs patient of normal test results per direction of RN/provider via telephone or mailing Plans, organizes and prioritizes assignment to manage work within scheduled shift Accurately completes encounter form with procedures performed and coding per provider guidelines Documents and follows through with patients in a timely manner Performs referral management functions</p>	70%
<p>Prepares, stocks, cleans, and maintains equipment and rooms for patient visits Decontaminates and prepares instruments for sterilization according to department/system policy Transports specimens to appropriate areas following established practices Assures that appropriate emergency equipment and supplies are current and available Performs required equipment compliance checks i.e. Emergency equipment, Point of Care QC testing, refrigerator checks etc. Complies with regulatory requirements and quality initiatives Participates in orientation and ongoing educational programs via Learning Link or scheduled class time Follows policies and procedures related to the disciplines of safety</p>	20%
<p>Uses constructive feedback to identify and resolve difficult issues Participates in the employee feedback process on an annual basis Takes action to achieve personal goals and identifies such in the annual review process Completes and maintains competencies Flexes schedule to meet department patient care needs Performs other duties as assigned</p>	10%
<p>Values</p> <ul style="list-style-type: none"> • Demonstrates a visible working style, acts in a manner that is consistent with and shows commitment to the Staff One HealthCare Values • Demonstrates behaviors consistent with the Service Excellence Standards 	n/a

Education and Experience: (the minimum requirements for education and experience for this position.)

Required Education (Checked box)
Preferred Education (Checked additional box(es) with "preferred" in explanation field)
Experience Level (Check appropriate box(es))

<input checked="" type="checkbox"/>	High School plus specialized training (min. 6 months – 2 years):	<input checked="" type="checkbox"/>	0 – 2 years -
<input checked="" type="checkbox"/>	Other: Medical Asst course completion or medical office experience required. BLS certification required.		
Certification/Licensure Required for Job: (list any licenses or certifications required for the job) BLS Health care provider certification required			

Potential exposure to blood and body fluids: Select applicable category.
 Category I – Performs tasks which involve exposure to blood, body fluid, or tissue.

Physical Activity: (Check all that apply)

Activity	N/A	0-25%	26-75%	76-100%	Avg. lbs.
Lift/Carry	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comments:
Push/Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Reach Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Squat/Bend/Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walk/Move About	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Working Conditions: Describe the environment and fill in appropriate information (i.e., temperature, noise, chemicals, or hazardous materials/waste handled or present)

Temperature: Room
Noise: Potential for minor equipment noise, constant noise of busy patient care areas
Chemicals or hazardous material/waste handled or present
Infectious Diseases, Disinfectants, medications, medical supplies, latex and others

The most significant duties have been included in this description. Other duties may be assigned as necessary. Staff One HealthCare reserves the right to modify this job description as needed to accurately reflect the duties assigned.

Signature

Date

Full Name (print)



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