Medical Assistant Job Responsibilities:

Medical Assistants help patients by providing information, services, and assistance. Other duties include securing medical records; maintaining medical supplies inventory; performing preventive maintenance to keep equipment operating

Medical Assistant Job Duties:

* Verifies patient information by interviewing patient; recording medical history; confirming purpose of visit.
* Prepares patients for examination by performing preliminary physical tests; taking blood pressure, weight, and temperature; reporting patient history summary.
* Saves Physician’s time by helping with office procedures such as ECG’s, Spirometry, etc.
* Secures patient information and maintains patient confidence by completing and safeguarding medical records; completing diagnostic coding and procedure coding; keeping patient information confidential.
* Counsels patients by transmitting physician's orders and questions in regard to health.
* Schedules appointments by making arrangements with the Out/in patient medical center; verifying times with patients; preparing charts and consent forms.
* Maintains safe, secure, and healthy work environment by establishing and following standards and procedures; complying with legal regulations.
* Keeps supplies ready by inventorying stock; placing orders; verifying receipt.
* Keeps equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
* Updates job knowledge by participating in educational opportunities; reading professional publications.
* Serves and protects the Medical practice by adhering to professional standards, policies and procedures, federal, state, and local requirements.
* Enhances practice reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Required travel flexibility (10 Offices all together)

Medical Assistant Skills and Qualifications:

Supply Management, Verbal Communication, Infection Control, Creating a Safe, Effective Environment, Organization, Scheduling, Professionalism, Customer Focus, Confidentiality, Bedside Manner, Medical Teamwork