

# Tejas Health Care

## Certified Medical Assistant Job Description

Title: Certified Medical Assistant  
Supervisor: Clinical Supervisor  
Department: Clinical  
FLSA Status: Non-Exempt

### **Job Summary**

The Certified Medical Assistant assists the physician and mid level providers in the examination and treatment of patients under the direction of the Chief Medical Officer.

### **Duties and Responsibilities**

- Prepare treatment rooms for examination of patients
- Interview patients, measure vital signs (pulse rate, temperature, blood pressure, weight and height) and record information in patient's medical record
- Assist health care provider during the course of the examination, procedure, or during the course of obtaining laboratory specimens, such as pap smears and cultures
- Administers nebulizer treatments, injections or vaccinations, give medication as ordered by provider
- Performs EKG's as ordered or O2 saturation tests
- Assist with other procedures
- Applies wound dressings, splints, other medical devices
- Explain treatment procedures to patients
- Notify patients in writing or over the phone of lab results according to providers' instructions. May also refill medicines over the phone or by fax as per provider orders. Answer phone messages assigned by providers.
- Schedule diagnostic tests or make specialist appointments as ordered by providers.
- Draw and collect blood samples from patients and prepare specimens for laboratory analysis
- Utilize waived laboratory testing instruments to analyze blood or urine samples
- Perform quality control activities as indicated or instructed
- Clean and restock rooms
- Assist with management of supplies
- Clean and package instruments for sterilization
- Assist clerical personnel with clinic check in and check-out procedures as needed
- Answer clinic phone and assist patients over the phone as needed
- If a Spanish speaker, assist with translation for providers and as needed
- Work with teammates for efficient and quality care of patients
- Assist with other clinical and clerical duties as required
- Performs all other duties as assigned within the Texas Scope of Practice Guidelines

## **Required Skills and Abilities**

- Demonstrates knowledge of Texas Medical Assistant Certification guidelines
- Able to understand and follow directions
- Capable of communicating effectively with patients and the health care team, including the ability to explain providers' instructions to patients
- Able to establish and maintain effective working relationships with the public and health care team
- Must respect the confidential nature of medical information
- Working knowledge of standard concepts, practices and procedures
- Capable of following established departmental procedures
- Able to work efficiently and cope with emergency situations
- Capable of using experience and judgment to plan and accomplish goals
- Good computer skills and a working knowledge of Microsoft Office
- Able to read and interpret documents such as charts, safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence
- Professional manner and appearance
- Emotional and physical health sufficient to meet the demands of the position
- Ability to stand for long periods of time

## **Education and Experience**

- Requires a minimum of a high school diploma and completion of an accredited medical assistant training program with certification
- 6 months to 2 years of experience as a Certified Medical Assistant, preferred
- Able to speak, read and write Spanish, preferred

## **Special Requirements**

The employee must be able to lift and/or move up to 50 pounds. This position requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye/hand coordination; sitting, standing and walking for extensive periods of time; working under stressful conditions or working irregular hours; and frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations and other conditions common to a clinic environment. The Employee frequently is required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to work with a moderate noise level in the work environment is also required.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all duties and skills required in order to perform the work. Tejas Health Care reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and Tejas Health Care continues to maintain its status as an at-will employer.

If the essential functions of this position cannot be performed in a satisfactory manner by the employee, reasonable accommodations may be made.

**Signature of Incumbent and Supervisor**

I hereby acknowledge that I have read and understand the above mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_