

## Preferred Surgicenter, LLC

**Job Title:** Medical Assistant

**Department:** OR Dept.

**Reports to:** Head Nurse

**Approved by:** Medical Director

**Approved Date:** 1/6/2015

### **Staff Job Composite**

#### **JOB DESCRIPTION**

**Job Summary:** The job involves taking on administrative duties as well as clinical responsibilities. They will report to the office manager for administrative duties and are answerable to the doctor for clinical responsibilities. The certified medical assistant job profile encompasses multitude of tasks that contribute to the smooth running of the health care operations. Here are some of the duties of a medical assistant:

Retrieves patient schedules from computer system; distributes lab reports to physicians, and materials to other departments; requests information from various departments; responds to correspondence requests.

- They are the first point of contact for patients in hospital or clinic settings, they will take the patients medical history, and information pertaining to the patients visit to the doctor. This information may include signs and symptoms of the ailments or disease affecting the patient.
- The medical assistant job description also involves performing administrative duties like filing reports, scheduling appointments and attending to communication channels like phone and e-mail. They are also responsible for handling the insurance work like filing the forms and notifying concerned authorities.
- They are required to record vital signs of the patient to help the doctor with diagnosis. Assistants will also prepare patients for examination and give them before and after instructions. Collecting samples like blood, urine, etc., and sending them for laboratory investigation is a part of the certified medical assistant duties.
- Maintaining records of office and medical supplies and ordering required items. Book keeping is also one of the tasks that a medical assistant has to perform. Processing medical bills and guiding patients and their families with admission and discharge formalities also falls under the certified medical assistant job profile.
- Some medical assistants also help administer medication to patients and appraise them about the doctors instructions. They will also assist nurses in dressing the wounds of the patient and removing the sutures. In an in-patient setting they will regularly visit patients and check on their condition and see how they are responding to the treatment.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_