



313 Jefferson Ave
Toledo, OH 43604
419.720.7883 ext. 200

MEDICAL ASSISTANT

Reports to Medical Records Coordinator

GENERAL FUNCTION:

To perform clerical functions in the medical core area. To assist medical staff in the provision of medical care to include patient scheduling, patient registration and triage and substitution in medical laboratory. Additional responsibilities are the accurate and up-to-date maintenance of medical records for each clinic patient. To file all medical records reports in a readily retrievable manner and to assist in the maintenance of an accurate listing of all active registrants.

DUTIES AND RESPONSIBILITIES:

- Obtain and document in the medical record the patient vital signs. Obtain and document in the medical record the patient height/length, weight. Document in the medical record the patient's chief complaint
- Instruct patient for preparation for the office visit. Position and drape patient
- Administer injections as directed by medical provider. Document injections appropriately
- Collect specimens from the body for diagnostic testing
- Run tests; ex: urine dip, finger stick, pregnancy test, rapid strep
- Perform related work as required or requested by manager

QUALIFICATIONS:

- Current Certified or Registered Medical Assistant
- Current and maintains certification in CPR
- Minimum one year experience working as an MA in an office, clinical setting
- Typing skills of 35-40 accurate wpm

- Working knowledge of medical terminology
- Pleasant and respectful manner in dealing with patients and staff
- Ability to work under demanding, stressful conditions
- Neat appearance, punctual, detail orientated
- Shows initiative and ability to use sound judgment in the absence of specific orders
- Must be well organized, professional, flexible and have good interpersonal skills
- Must show initiative and ability to use sound judgment in the absence of specific orders
- Ability to maintain patient confidentiality
- Must be able to work independently
- Must be able to lift 30 pounds with the ability to transfer patients