



Business phone: (510) 452-4626
Toll-free: (800) 704-8391
Fax: (510) 452-4642
Locations on the East and West Coasts

JOB SUMMARY

TITLE: MEDICAL ASSISTANT

REPORT TO: Director of Healthcare Resources and Appropriate Client Representative

The MEDICAL ASSISTANT handles both clerical and clinical duties, reporting to the office manager or physician. He/she must possess excellent communication skills.

EDUCATION:	High school education.
LICENSURE:	None.
EXPERIENCE:	One to three (1-3) years clinical experience.
SKILLS:	Requires excellent interpersonal and communication skills. Possesses flexibility and the ability to fit in as a team member. Able to function independently.
CREDENTIALS:	CPR PPD Health and screening tests as required by specific facilities.
TRANSPORTATION:	Reliable transportation and valid automobile insurance coverage.
ENVIRONMENTAL/ WORKING CONDITIONS:	Works in various client settings; possible exposure to blood and bodily fluids and infectious diseases; ability to work flexible schedules to meet client needs.
ADDITIONAL QUALIFICATIONS:	<ol style="list-style-type: none">1. Conforms to client facility policies/procedures.2. Complies with policies/procedures.3. Maintains confidentiality relative to patient care and facility practices.4. Communicates information effectively to appropriate personnel.5. Accepts accountability for own practices.6. Complies with accepted ethical conduct and professional standards of conduct.7. Speaks, writes, reads, and comprehends English.8. Reacts to change productively and performs other job-related tasks and duties as assigned.



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9. (A) Clerical Duties

Schedules appointments, answers telephone, fills out insurance forms, arranges for hospital admissions and laboratory services, and handles billing and bookkeeping.

(B) Clinical Duties

Takes vital signs, explains treatment procedures, prepares patient for examination, collects and prepares laboratory specimens, sterilizes medical instruments, prepares and administers medications as directed by physician, takes EKGs, removes sutures, and changes dressings.

Healthcare Associate

Date

This Job Summary is not meant to be inclusive, but rather functions as a guideline.