

JOB DESCRIPTION:  
**CLINICAL MEDICAL ASSISTANT**

**Job Information:**

Department:

Reports to:

**Job Summary:**

The Clinical Medical Assistant will assist the physician(s) with patient care. They will create an atmosphere that reflects the level of standards and care that patients can expect to receive from this practice. The physician(s) entrusts the goodwill of patients to the assistant, therefore extending the physician's relationship with the patient.

To be successful in this position, the assistant must be cheerful, friendly, polite, tactful, and professional in appearance and manner at all times. They will be able to communicate with the physician and patient and be mindful of patient confidentiality. They will be able to evaluate and respond to a patient's needs and relay the doctor's instructions. The successful medical assistant will be a team player and respectful of their co-workers.

**Essential Duties & Responsibilities:**

As assigned, but not limited to the following:

- Fulfill patient care responsibilities as assigned, assist doctor with patient care.
- Escort patient to and from exam room, help patient prepare for exam. Review Health History form to make sure complete.
- Clean and straighten exam room between patients.
- Organize patient flow according to protocol.
- Assure smooth patient flow by prioritizing the following: rooming patients; taking appropriate patient histories, setting up room for anticipated procedures; sterilizing used instruments, preparing an adequate supply of surgical trays; anticipating physician's needs; assisting physician during exams and procedures, and returning patient/pharmacy calls in a timely manner.
- Procedure tray, instrument, and equipment set-up according to instructions. Able to numb patient as directed by physician
- Prepare path/lab specimens per protocol; complete path/lab requisitions forms accurately and completely; document specimens in path book.
- Retrieve path/lab reports as directed. Document diagnoses in path book. Follow-up per physician's instructions.
- Document visit in EMR clearly and accurately as directed.
- Respond to patient questions in office and on phone as instructed.
- Notify patients of path/lab/culture results.
- Schedule appointments on computer as necessary.

- Phone prescriptions and refills to pharmacy according to protocol.
- Be familiar and compliant with OSHA Blood Borne Pathogen standards.
- Calibrate, clean, sterilize, and inventory all medical equipment and instruments. Keep appropriate records of maintenance program.
- Maintain medication samples, discard out-of-date supplies, and keep appropriate records.
- Maintain and keep “emergency box” up-to-date.
- Maintain infection control policies of office
- Upkeep and cleanliness of exam rooms, supply cabinets and drawers always well stocked.
- Ordering, sorting, storing, restocking, and inventory of all medical supplies.
- Document all medical instructions given to patients.
- Check and respond to email communications in MS Outlook and EMR throughout the day.
- Knowledgeable and compliant of HIPAA privacy standards.
- Knowledgeable of all products and procedures in office. Be able to explain both to patients.
- Assist doctor with CPT coding and rules. Be knowledgeable of office financial policies and fees.
- Obtaining preauthorization for procedures and/or medications as required.
- Schedule appointments for patients with other specialists, fax appropriate records if necessary.
- Maintain order in sample closet and monitor samples to assure adequate supply and proper dispensing.
- Help with office housekeeping duties as directed.
- Other duties as assigned by Clinical Coordinator or Practice Administrator

**Supervisory Responsibilities:**

None, unless otherwise assigned.

**Qualifications:**

- Education: High school graduate. Formal medical assisting training preferred.
- Experience: Completion of a formal medical assisting program and internship or 1-2 years of recent experience in a medical office is preferred.  
Knowledgeable of medical terminology and CPT and ICD-9 codes.  
Basic computer knowledge, able to operate standard office equipment.

**Skills:**

- Able to speak English clearly and make self understood.
- Good verbal and written communications skills.
- Correct spelling.
- Able to add, subtract, multiple, divide, and use number fractions.
- Able to read and understand graphs.
- Able to demonstrate compassion and caring in dealing with others.
- Able to prioritize tasks, understand the doctor's instructions, and know when to seek additional information or advice.
- Ability to work both independently and in a team environment.
- Knowledge of MicroSoft Windows, MS Word, and MS Outlook software

**Requirements:**

Certified Medical Assistant preferred but not required.

**Physical Demands:**

- Standing and walking.
- Some sitting, stooping, and reaching.
- Use of hands and fingers.
- Ablility to maneuver in small work spaces
- Talking and listening in person and on telephone.
- Requires handling of average weight objects up to 25 pounds.

**Work Environment:**

- Sometimes busy, hectic, and/or noisy with interruptions.
- Exposure to routine dermatological diseases and procedures.

This description is intended to provide basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities, and working conditions may change as needs evolve.

I have read my job description and understand my duties and responsibilities. I also acknowledge I received a copy of this Job Description for Clinical Medical Assistant on the date indicated below.

\_\_\_\_\_  
Employee Name      (Print)

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date