

## MEDICAL ASSISTANT

### DEFINITION

Provides overall support to District physicians, optometrists, nurse practitioners, and psychiatrists in various aspects of clinical practice by performing administrative, clinical, and laboratory duties.

### TYPICAL DUTIES

Prepares exam and treatment rooms with necessary supplies and equipment.  
Prepares and maintains supplies and equipment for exam and treatments.  
Obtains patient health history and vital signs such as height, weight, pulse, respiration, temperature, allergies, and blood pressure.  
Performs pre-exam procedures such as vision and audiometry screenings.  
Assists with diagnostic tests, phlebotomy, and a variety of routine lab tests.  
Screens and follows-up on student and patient lab results.  
Calls in prescriptions and refills as directed by provider.  
Assists in administering first aid.  
Administers immunizations and medications under the physician or nurse practitioner's direction and supervision.  
Maintains immunization and medication records.  
Coordinates patient health care with other District and community health care providers and agencies.  
Answers phones at clinics, schedules appointments, and screens calls for triage.  
Maintains schedules for clinic provider.  
Checks patients in and out and obtains consent signatures from parents and guardians.  
Obtains financial information and verifies insurance eligibility.  
Maintains paper and electronic health and medical records.  
Reviews the completion of paper and electronic forms for submission to the Cost Recovery Unit.  
Maintains clinic record logs such as emergency equipment available, emergency drills held, patient follow-ups, and staff development trainings.  
Assists parents and students in completing clinic forms.  
Performs cardiopulmonary resuscitation in a cardiac emergency as necessary.  
Requests medical records from other health care providers.  
Uploads paperwork and forms to an electronic health record system.  
Prepares requisitions for supplies and equipment, and arranges for maintenance of equipment and facilities.  
Types and submits correspondence and reports requested by physicians, optometrists, nurse practitioners, and psychiatrists.  
Operates a variety of office machines, such as copiers, calculators, office computers or other related peripheral equipment.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Medical Assistant provides support to physicians, optometrists, nurse practitioners, and psychiatrists in all aspects of clinical practice by performing administrative, clinical, and laboratory duties.

A Health Office Clerk assists a credentialed School Nurse in a school health office by maintaining health records and administering minor first aid in emergencies.

A Medical Administrative Assistant provides administrative support to the Student Medical Services (SMS) Director or the Medical Director, Employee Health Services relative to student medical services, employee health, and public health.

## SUPERVISION

Clinical supervision is received from a clinician. General supervision is received from the clinic administrator. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Proper use of medical equipment such as thermometers and blood pressure instruments
- Proper operation of technical medical devices such as an EKG machine and equipment used for lab tests and clinical procedures
- Laboratory and clinical procedures regarding immunization and routine laboratory tests such as urine, pregnancy, hemoglobin, and hematocrit tests
- Safety requirements when handling biohazard specimens or contaminated instruments
- Medical terminology
- Cardiopulmonary resuscitation and first aid techniques
- Computer applications such as word processing, database, excel, and email
- Structure and purpose of ICD 10, CPT coding, health care licensing, and certification requirements
- Electronic health records and data management systems
- Medical transcription practices
- Office practices and procedures
- Basic laws and rules affecting the functions of the organization
- Basic record keeping principles

### Ability to:

- Take vitals, perform venipuncture, administer injections, and assist in medical emergencies
- Exercise sound judgment and maintain confidentiality regarding sensitive information
- Handle multiple tasks and prioritize tasks with strong organizational skills
- Interpret and transcribe medical terminologies, policies, and bulletins
- Work and complete tasks independently while meeting deadlines with broad guidance and supervision
- Work well with diverse groups of people
- Obtain and impart information tactfully and accurately
- Gather, assemble, and organize data and create databases for medical services
- Type reports and correspondence
- Perform cardiopulmonary resuscitation
- Assist in providing first aid
- Use a computerized electronic health records system
- Operate a computer and associated peripheral equipment
- Interpret and explain rules, regulations, and policies

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency. Completion of a recognized general medical assistant program where a diploma is granted.

### Experience:

Two years of experience performing clinical duties in a medical facility that offers pediatric or adolescent services.

### Special:

A CPR certificate issued by the American Heart Association or American Red Cross and must be kept valid during the term of employment.  
Certification as a Certified Medical Assistant (CMA) is highly preferable.  
EKG and phlebotomy certifications are preferable.

## SPECIAL NOTES

Ability to speak Spanish may be required for some positions.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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