# CERTIFIED MEDICAL ASSISTANT (CMA)
# JOB DESCRIPTION

The Medical Assistant is a multi-skilled health professional (MSHP) who works interdependently with other health care professionals to provide quality health care to the patient. The Medical Assistant is educated and trained to perform both administrative and clinical skills in the medical care environment. The Medical Assistant is directly responsible to the physician-employer who hires him/her or any other physician-appointed supervisor in the facility. With experience, the Medical Assistant may be promoted within departments or to supervisory levels in administrative and clinical positions when knowledge and skills have been demonstrated. The profession of Medical Assisting has been recognized and supported by the American Medical Association (AMA) and American Association of Medical Assistants (AAMA) since 1959 when guidelines, standards and credentials were nationally established for the profession. Medical Assisting is a distinct, unique allied health discipline separate from all other allied health professions governed by the Curriculum Review Board (CRB) and Committee on Accreditation of Allied Health Education Programs (CAAHEP) of AMA and AAMA.

***MINIMUM EDUCATION REQUIREMENTS:**
The Medical assistant obtains an Associate of Applied Science degree from a CAAHEP-accredited college program. To become a Certified Medical Assistant (CMA), the graduate of an accredited program must sit for and successfully pass a national certification exam, which is given every January and June.

***JOB DUTIES**
The entry-level Certified Medical Assistant may perform the following skills:

**I. ADMINISTRATIVE**

1. Front desk reception.
2. Answering phones and scheduling appointments.
3. Greet patients, completion of registration forms, and give instructions.
4. Filing and maintaining medical records.
5. Filing and maintaining financial records.
6. Preparing and typing correspondence.
7. Processing, coding, and completing insurance claim forms.
8. Processing mail.
9. Purchasing and maintaining supplies and equipment.
10. Performing computer skills in patient billing, transcription, scheduling, insurance claims, accounts receivable, and data base entry.
11. Performing accounting, billing, and banking procedures.
12. Arranging for hospital admissions and outside referrals for the physician.
13. Calling prescriptions to the pharmacy for the physician.
14. Communication skills using appropriate medical terminology.
15. Following appropriate legal and ethical professional conduct.

## II. CLINICAL

1. Measuring and recording vital signs.
2. Recording patient interview, history and chief complaint.
3. Providing patient education with regards to office policies, medications, management of diseased, home treatments and special diets.
4. Preparing patients for examinations and performing routine screening tests.
5. Assisting the physician with exams and minor office surgery.
6. Phlebotomy and collection of other lab specimens.
7. Performing basic lab tests.
8. Performing EKGs.
9. Assisting with X-ray and Physical Therapy procedures.
10. Preparing and administering medications with physician's authorizations.
11. Change dressings, applying bandages, removing sutures and other first aid procedures.
12. Using CPR skills when required.
13. Maintaining supplies, equipment, stocking, and sterilizing instruments.
14. Disposing of biohazard waste according to OSHA standards.
15. Practicing OSHA safety standards.
16. Performing accurate, legal, and ethical documentation at all times.

## *FUTURE EMPLOYMENT

Medical Assisting has been repeatedly reported as one of the most rapidly growing health care professions. Medical Assistants are cross-trained which is a plus for inpatient and outpatient facilities, because they assist other health care professionals with their duties both administratively and clinically. With managed care plans continually purchasing and contracting with traditional health care facilities and offices, the Medical Assistant is the most versatile, efficient and cost effective employee.

For more information go to the Web site for the American Association of Medical Assistants @ http://www.AAMA-ntl.org .

GTCC's Medical Assisting program has a 99% pass rate on the National AAMA Certification Exam and a 100% job placement for graduates actively seeking employment. Starting salary for a new graduate before certification is around $11.00 – $15.50/hour with the potential for an increase with certification and a positive probationary new employee review. Excellent benefits and fringe benefits are also an option.

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## *JOB DESCRIPTION AND RELATIONSHIPS

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***JOB DUTIES**

The entry-level Certified Medical Assistant may perform the following skills:

2. Administrative

    1. Front desk reception.
    2. Answering phones and scheduling appointments.
    3. Greet patients, completion of registration forms, and give instructions.
    4. Filing and maintaining medical records.
    5. Filing and maintaining financial records.
    6. Preparing and typing correspondence.
    7. Processing, coding, and completing insurance claim forms.
    8. Processing mail.
    9. Purchasing and maintaining supplies and equipment.

10. Performing computer skills in patient billing, transcription, scheduling, insurance claims, accounts receivable, and data base entry.
11. Performing accounting, billing, and banking procedures.
12. Arranging for hospital admissions and outside referrals for the physician.
13. Calling prescriptions to the pharmacy for the physician.
14. Communication skills using appropriate medical terminology.
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II. CLINICAL

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18. Recording patient interview, history and chief complaint.
19. Providing patient education with regards to office policies, medications, management of diseased, home treatments and special diets.
20. Preparing patients for examinations and performing routine screening tests.
21. Assisting the physician with exams and minor office surgery.
22. Phlebotomy and collection of other lab specimens.
23. Performing basic lab tests.
24. Performing EKGs.
25. Assisting with X-ray and Physical Therapy procedures.
26. Preparing and administering medications with physician's authorizations.
27. Change dressings, applying bandages, removing sutures and other first aid procedures.
28. Using CPR skills when required.
29. Maintaining supplies, equipment, stocking, and sterilizing instruments.
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