

MEDICAL ASSISTANT JOB DESCRIPTION

POSITION SUMMARY:

Assist medical / surgical staff with basic patient care to ambulatory surgical patients. May identify and greet patient, escort patient to pre-op, post-op or examination room, verify purpose of visit, take and record vital signs, observe, record and report patient condition. May operate or assist in operating various mechanical devices, transport patient via wheelchair or stretcher within the surgery center. Answer phones. Assemble medical record according to unit standard. Order and ensure Pathology tests are filed accurately (example: lab). Support the objectives and philosophy of The Emerald Coast Surgery Center and White-Wilson Medical Center.

ESSENTIAL RESPONSIBILITIES:

- Preparing Patients for Surgical Procedures
- Taking Medical Histories
- Assisting the Physician during Examinations or Procedures
- Explaining Medical Procedures to Patients
- Calling in Prescriptions to Pharmacies
- Ordering and/or Collecting Laboratory Specimens
- Sterilizing Medical Instruments
- Preparing Operating / Procedure Rooms
- Follows all Safety Precautions

KNOWLEDGE AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Education/Experience:

High School Graduate with 3 or more related years of experience in surgical / clinical environment. Candidates should have received training from an accredited Medical Assistant School which included basic clinical and administrative skills. Knowledge of and experience with electronic medical records (EMRs.)

License/Certifications:

- MA certification is not required, but preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job responsibilities.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit for extended periods of time; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, bend, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Repetitive motion of upper body required for extended use of computer. Required specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The Center is open Monday thru Friday. In the working environment of the Center, there may be potential exposure to communicable diseases, contaminated blood and body fluids and hazardous materials.

Work environment characteristics described here are representative of those that must be met by an employee to

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Salary	USD 12.8 - 14.5 Per Hour
Career Level Required	Experienced (Non-Manager)
Experience Required	2+ to 5 Years
Education Required	Certification
Job Type	Employee
Job Status	Full Time

Contact Information

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