

MEDICAL ASSISTANT

Medical Assistants provide clinical and/or administrative support in a healthcare facility. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes.

JOB REQUIREMENTS:

Employability Skills

- Interpersonal communication
- Critical thinking
- Social perception (comprehension, reasoning, expression)
- Reading comprehension
- Active listening
- Managing multiple priorities under pressure
- Effective written/oral communication
- Timeliness and follow through
- Team player

Competencies

- Collects clinical medical information from patients (vital signs, weight, height)
- Cleans and sterilizes of contaminated medical supplies
- Records patients medical history, vital statistics, and other information
- Educates patients in selfcare
- Prepares treatment rooms for patient examination
- Communicates with multidisciplinary units and shifts
- Utilizes medical software for healthcare administrative duties
- Performs customer and personal service

Industry Recognized Credentials

- Certified Clinical Medical Assistant (CCMA) for patient care
- Certified Medical Administrative Assistant (CMAA) for medical billing and coding

Education

- High School or equivalent, required
- Post-Secondary Credential preferred
- Associates Degree, Not required