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Department: Clinical

Last Updated: 01/03/2017

POSITION TITLE: Medical Assistant

REPORTS TO: Clinic Coordinator

SUPERVISES: N/A

HOURS: Full Time/Part- Time

FLSA: Non Exempt

Job Summary

The Medical Assistant requires a variety of skills and provides appropriate patient instructions per physician orders.

Duties

1. Gathers data relevant to the registration and billing process
2. Obtains patient information and inputs into computer
3. Utilizes ICD10 code book and records codes according to diagnosis
4. Administer or handle medications
5. Obtains and records
 - Vital Signs
 - Time In/Date
 - Weight
 - Medication Profile
 - Immunization Record
 - Allergies
 - Chief Complaint
 - Signature/Initials where appropriate
6. Prepares patient prior to provider examination
7. Clerical Duties
 - Answers telephone calls, identifying self and clinic/practice
 - Receives and documents telephone messages and gives to the appropriate persons
 - Schedules appointments with accurate patient information
 - Gets authorizations from insurance companies for referrals
 - Confirms appointment schedule and follow-up of missed appointments
8. Assists in Coordination of Clinic
 - Assists in maintenance of a neat, orderly and accurate medical record filing system
 - Ensures that patient medical record is disassembled after patient discharge and filed away
 - quickly
 - Maintains a neat, clean and functional work station

Job Limitations

Medical Assistants DO NOT:

- 1. Assess patient conditions
- 2. Work outside assigned skills

Qualifications

- 1. High School graduate or its equivalency
- 2. Medical Assistant Certification preferred
- 3. Experience in medical office procedures preferred
- 4. Current BLS Certification
- 5. Must have proven ability to maintain professional conduct and confidentiality in the care of patients
- 6. Must possess basic computer skills

Lifting Requirements

The light category requires that an employee be able to lift a maximum of 20 pounds and frequently lift and/or carry objects weighing up to 10 pounds.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, acknowledge review of this job description.

Employee

Date

Supervisor

Date