

TITLE: <u>Medical Assistant</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA554</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>4</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

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**POSITION PURPOSE**

Perform a variety of general patient care and practice administration support duties in a clinical setting in an assigned unit in the School of Medicine.

**ESSENTIAL JOB FUNCTIONS**

- Perform routine medical procedures utilizing appropriate skills and techniques necessary to assist the physician in patient examination and treatments. Prepare and administer medications, tests, therapies and appropriate medical treatments. Prepare and maintain patient files, medical charts and reports related to research protocols.
- Schedule patient appointments for surgeries and tests ordered by physicians. Coordinate schedules for patients, test sites and physicians; follow up with insurance companies for authorization to treat and bill; assemble medical record charts; file all correspondence and test results into medical record chart. Place medication orders with pharmacy upon request.
- Register patients into billing computer. Verify all pertinent patient data; obtain authorization to treat and bill. Collect payments from patients; post payments to accounts; make daily bank deposits. Utilize knowledge of third party billing to establish and follow through on patient accounts.
- Clean patient rooms between patient visits. Stock examining rooms with necessary supplies and instruments; clean suction machines; sterilize instruments after use. Take and develop patient X-rays as ordered by physician including positioning patient and exercising proper safety precautions to protect patient and self from exposure to harmful rays.
- Ensure all office and patient care equipment is in good repair. Keep schedule of X-ray machine maintenance; order film, solution and service as needed. Order all medical supplies, medications and instruments. Maintain adequate level of clerical supplies including patient information material.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification provides responsible and independent clerical and patient care support to clinical facilities within a medical department. Duties are procedural in nature, but necessitate awareness of basic medical assisting skills and techniques necessary to support a physician in patient examination, diagnosis and treatment. Incumbents must possess basic knowledge of routine laboratory procedures used in a physician's office or out-patient clinic. Work activities demand a practical understanding of a medical practice administration, e.g. billing procedures, monitoring medical records, etc. Incumbents must utilize a keen attention to detail. This classification reports to and receives work direction from a faculty member or other professional level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience. Associates degree preferred. Medical Assistant certification preferred.
- Ability to operate standard office equipment.
- Ability to administer medications, tests, therapies and treatments.
- Good organizational skills including the ability to prioritize workload and resolve operational problems.
- Ability to communicate effectively with others.
- Ability to perform basic bookkeeping duties.
- Some knowledge of medical terminology.
- Previous medical office experience.
- Ability to operate specialized patient care equipment and perform medical procedures, e.g. X-ray machine and autoclave.
- Ability to perform various medical procedures, e.g., obtain blood samples, take vital signs, injections, etc.
- Some knowledge of third party billing, including HMOs and PPOs.
- Some knowledge of routine laboratory procedures used in a physician's office or out patient clinic, e.g. blood chemistries, urinalysis, microscopic examinations, hematology, etc.
- Typically, incumbents have worked in a physician's office or a clinical faculty.