



- Clean and disinfect lab and exam rooms.
- Use of proper grammar and appropriate language with all communication.
- Assist the Clinical Manager, Practice Administrator and Physician's with the orderly business operation as necessary, including but not limited to assisting other employees as directed.
- Answer phones in a timely manner, using appropriate telephone etiquette.
- Conduct business in a professional manner at all times, treating patients and coworkers with respect and dignity: mindful to avoid the use of inappropriate language and behavior.
- Provide ongoing assurance of functional emergency equipment and adequate emergency drug supplies. Respond to emergency situations throughout medical facility. Document emergency situation to supervisor.
- Implement patient teaching plans for areas of prostate cancer, kidney stones, BPH, infertility, and other areas as designated.
- Act as patient advocate and resolve patient problems. Bring unresolved issues to Clinical Supervisors attention.
- Perform other related duties as directed.

**Physical Requirements:**

- Lift, push and pull patients
- Perform simple motor skills and manipulative skills such as standing, walking, writing and use of various pieces of office equipment
- Perform gross body coordination such as walking, stooping, and standing while performing tasks, carrying and lifting objects
- Requires standing or bending over equipment for long periods of time
- Requires ability to see objects closely to allow for reading of instruments, physician orders and computer screens
- Requires ability to use depth perception, judge distance, size, color and shape of an object
- Requires ability to hear normal sounds with background noise as in answering phone, intercom, equipment sounds and alarms
- Requires ability to process great amounts of information, apply strong problem solving skills, exercise good judgment, concentrate on details with interruptions and deal with a variety of abstract/concrete variables

**Travel Requirements:**

Requires some travel between clinics.

**Minimum Requirement - Relevant Years of Experience:**

A least one-year of current experience in private practice or ambulatory setting and proficiency in the use of applicable computer software is required..

**Minimum Requirement - Education and/or Classes:**

Completion of a Medical Assistant program from an accredited school.

**Minimum Requirement - License, Certification and/or Designation:**

Current MA certificate/diploma in appropriate jurisdiction is required. Must be certified or able to take certification exam within six months of hire. Current BLS certification is required

I have read and understand my job description.

\_\_\_\_\_  
Medical Assistant Signature Date

\_\_\_\_\_  
Supervisors Signature Date