

MEDICAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Health Department and involves performing a variety of tasks to assist professional health care personnel in the conduct of examinations in a clinic. Incumbents prepare the clinic site, perform clerical processing of patients' records and conduct routine medical screening tests prior to the examination. The work is performed under the general supervision of a higher level administrative or clinical staff member while following prescribed procedures and policies. Does related work as required.

TYPICAL WORK ACTIVITIES:

Sets up health clinics by making sure they have the proper level of supplies and equipment;
Greets patients and assists them in filling out necessary forms;
Schedules appointments for physical examinations, immunizations, tests and counseling;
Obtains information from patients on health insurance coverage and explains billing procedures;
Weighs and measures patients, and charts findings;
Checks blood pressure, pulse and urine specimens;
Conducts hearing, visual acuity and color vision tests;
Maintains diagnostic, treatment and related records;
Codes diagnostic procedures;
May oversee self-administered oral immunizations;
May draw blood;
Inventories and orders medical supplies for clinics;
Receives payments from patients and issues receipts;
Answers phones, provides general information and forwards calls as appropriate;
Documents medical information and enters data into medical record as necessary;
Files patients' charts, records and related material;
Performs diagnostic tests such as a Pulmonary Function Test and Electrocardiographs under the guidance of a medical professional;
Obtains basic medical history and gives basic education regarding specific condition.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the routines and procedures in the operation of a health clinic;
Good knowledge of medical terminology;
Good knowledge of modern office terminology, practices and procedures;
Ability to perform a number of routine medical screening tests;

Ability to prepare and maintain medical records;
Ability to establish rapport with patients;
Ability to follow oral and written instructions;
Tact;
Courtesy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Medical Assisting Technology or a Certificate in Medical Assisting Technology or closely related field.

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COMPETITIVE