

MEDICAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is primarily a para-professional medical position with heavy emphasis on the performance of certain clerical functions. Responsibilities include the performance of a variety of receptionist type duties as well as the conduct of certain pre-examination functions such as height and weight measurements and blood pressure tests. Incumbents will also be required to give initial medical advice over the telephone and advise whether or not the patient should be seen by a doctor. Direct and general supervision is received from a physician or nurse practitioner. Supervision over the work of others is not a normal function of this position.

TYPICAL WORK ACTIVITIES:

1. Answers telephones giving routine medical advice, and where necessary, making appointments;
2. Receives visiting patients and assists them in the completion of necessary forms and in preparing for the examination room;
3. Conducts certain medical tests and measurements such as eye and hearing tests, blood pressure tests, tuberculosis tests, and records appropriate information on patient charts;
4. Collects or assists in the collection of specimens such as blood, urine and skin cultures;
5. Prepares, files and otherwise maintains patients' charts and files;
6. Explains medical terminology, tests and treatments to patients;
7. Prepares examination rooms and equipment;
8. Makes appointments for patients at the direction of a physician at hospitals, clinics, etc.;
9. Types reports, insurance forms, letters and memos;
10. Performs or assists in certain health screening tests, under the direction of a Physician or Nurse Practitioner, such as blood hematacrits, urine screens and throat cultures;
11. Orders office supplies and equipment;
12. Maintains correspondence files;
13. Maintains office accounts and daily budget control;
14. May be required to take ECG's and/or performs diagnostic and developmental tests;
15. Assists Physicians and/or Nurse Practitioners in the care of patients as required;
16. Under orders of a Physician or Nurse Practitioner, may dispense medications or administer certain injections;
17. May be required to administer first aid treatment;
18. Answers routine correspondence;
19. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, practices, procedures and equipment; good knowledge of business English and arithmetic; good knowledge of first aid principles and practices; good knowledge of medical terminology; good knowledge of medical office practices; working knowledge of medical equipment, tests and procedures; ability to type at an acceptable rate of speed and accuracy; ability to work effectively with patients; ability to complete a variety of medical forms including patient charts and insurance forms; ability to perform pre-examination medical test; ability to collect medical specimens; ability to maintain medical records; ability to follow oral and written directions; ability to communicate effectively with others both orally and in writing; tact and courtesy; physical condition commensurate with the demands of the position.

MEDICAL ASSISTANT (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from an approved two-year college with an AAS Degree in Medical Assisting Technology accredited by the Council on Medical Education of the American Medical Association;
- OR: (B) Completion of a course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse PLUS one year of work experience in a physician's office or health clinic (See Note Below);
- OR: (C) Four years of work experience as a Medical Assistant in a physician's office or health clinic, or a medical corpsman in the U.S. Armed Forces (See Note Below);
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) or (C) above.

NOTE: In order to be accepted as qualifying, any work experience must meet the following criteria:

1. Experience must have involved clerical duties including answering telephones on a regular basis, acting as a receptionist for the office or clinic, and maintenance of patient charts;
2. Experience must also have included a variety of medical duties including the taking of blood and urine samples, the taking of height and weight measurements, the taking of blood pressure, and general pre-examination preparation of patients and examination room.

SPECIAL REQUIREMENT:

Candidates must indicate ability to type, i.e. courses in typing or typing work experience.

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ADOPTED: 02/14/78

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 06/02/86

 01/31/91