

MEDICAL ASSISTANT, CERTIFIED

KIND OF WORK

Medical and administrative assisting with the delivery of health care services in a state agency.

NATURE AND PURPOSE

Medical Assistants, Certified perform routine administrative and clinical type tasks to keep health care delivery settings running smoothly and report to a licensed health care practitioner. Work is performed according to established rules and procedures with day-to-day supervision provided by a RN or other licensed medical professional on duty.

ALLOCATION CONSIDERATIONS

Both Licensed Practical Nurse and Medical Assistant are recognized, but separate, occupations in the health care community and health care delivery system. The job duties performed by Licensed Practical Nurses (LPNs) and Certified Medical Assistants (CMAs) are very similar and often not distinguishable in either type or level of work performed. The environment in which the work is performed (which to some degree drives the specific types of duties more commonly performed) and the training, education and/or credentialing of the incumbent provide the greater differentiation. LPNs historically work in hospitals and nursing centers. CMAs customarily work in clinics. Classification allocation may rest with the preponderance of job duties within any specific position or with the qualifications of the candidates/incumbents. Further, it can be anticipated that when vacancies occur, job announcements and recruitment activities may commence for both classes jointly.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Update and file medical records.

Schedule appointments.

Arrange for hospital admissions.

Take medical histories.

Take vitals (temperature, pulse, respiration and blood pressure readings and record.

Prepare for examination.

Assist licensed health care professionals during examination.

Record results of medical examinations and treatments.

Draw blood.

Collect and prepare specimen and perform basic laboratory tests.

Dispense of contaminated supplies.

Sterilize medical instruments.

Provide instruction for medication and special diets.

Prepare, administer, and record medications/immunizations as directed.

Authorize drug refills as directed.

Telephone prescriptions to a pharmacy.

Prepare patients for x-ray, take basic x-rays of chest and extremities.

Take electrocardiograms.

Remove sutures and change dressings.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Basic patient care and routine medical, physical and development tests.

Medical terminology.

Medications and their side-effects sufficient to recognize problems and contraindications.

Diagnostic instruments and other medical devices.

Mathematics to manager and administer prescription supply.

Recordkeeping and maintaining inventories.

Understanding of aseptic techniques and infection control practices.

Principles of radiology, phlebotomy, wound care, etc.

Skill in:

Good communication, human relation skills.

Performance laboratory tests, x-rays, blood draws, vital signs, etc.

Use of medical instrumentation and equipment sufficient to perform work responsibilities.

Ability to:

Make decision by applying precedents and regulations to various situations.

Maintain effective working relationships with patients and other health care staff.

Maintain well-organized and accurate records.

Understand and effectively follow oral and written instructions.

Observe, record and report orally and in writing.

Administer and chart therapeutic prescriptions permitted by law or regulations.

Maintain supplies and equipment.

Communicate the purpose and nature of various medical tests to patients.

LICENSURE/CERTIFICATION

National certification as a Medical Assistant.

Est.: 10/00

Rev.:

T.C.:

Former Title(s):