



JOB DESCRIPTION

Position Title: Medical Assistant

Department: Corporate Wellness Centers

FLSA Status: Non- Exempt

Position Summary: Assists the RN's and Physicians' with patients

Essential Job Functions:

- Take patient vital signs.
 - Draw blood for lab work.
 - Perform tests that include: EKG, PFM, Pulse Ox, and glucometer.
 - Keep equipment and instruments clean and sterilized.
 - Report to RN and MD when needed.
 - Attendance is an essential job function.
-
-

Essential Job Requirements:

Education:

- One year certificate (CMA or CNA) from college or accredited technical school.

Experience:

- Six months to One year related experience and/or training; or equivalent combination of education and experience.

Required Skills:

- Ability to read, and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to speak effectively to patients.
- A working knowledge of medical terms and a good knowledge of the English language and grammar rules.
- Basic Mathematical skills.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- CPR-Cardio Pulmonary Resuscitation.
- Ability to deal with problems, and take direction.
- Detail oriented and organized.
- Attendance is an essential job function.



JOB DESCRIPTION

Preferred Skills:

- Computer skills to include, but is not limited to Microsoft Word, Excel and PowerPoint.
- Billing experience is helpful.

Physical Requirements:

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear.
- The employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and /or move up to 10 pounds.

Employment Type:

Full-time: Part-time: Temporary:

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job descriptions are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.