JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Medical Assistant

Job Code: 3508

Salary Grade: C04

FLSA Status: Non-Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Under direct supervision of a physician or other medical personnel, performs routine patient care functions such as physician assistance, patient placement, testing, information gathering, nursing duties, chaperoning, supply maintenance, and scheduling. May coordinate schedules of patients in an outpatient clinic and provide clerical assistance toward the smooth operation of the facility.

- Assists physician or other medical personnel in the examination process as required or necessary. Performs order entry to electronic medical records, i.e., prescription refills, sets up lab tests or x-rays, etc.
- Places patients in exam rooms. Drapes and positions patients for appropriate exams or procedures. Assists in restraining or controlling patients (infants, children, geriatrics, etc.).
- Performs routine tests on patients such as audiograms, vision, spirometer, EKG, rapid strep, urinalysis, and urine pregnancy tests. Assists with cardiovascular stress tests, fetal non-stress tests, and OB ultrasounds.
- Obtains and records vital signs including body temperature, height, weight, and takes blood pressure. Takes and documents complaints and patient histories including allergies, immunization histories, etc. Maintains patient confidentiality. Receives and returns telephone calls from or to patients and pharmacies. Obtains authorizations and referrals.
- Performs various nursing duties such as suture removal, casting and steristrip applications, administration of injections, venipunctures, breathing treatments, ultrasound therapy, and hydroculator therapy. Assists with both surgical and non-surgical procedures.
- Chaperones examinations and patients.
- Responsible for stocking exam rooms, taking inventory, ordering supplies, and sterilizing instruments and/or equipment.
- Makes scheduling arrangements with other healthcare professionals and facilities.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School Diploma or GED or completion of an accredited Medical Assistant Program.

Experience:

Required: 6 months experience in patient care as a Medical Assistant or 6 months performing electronic order entry as a qualified ABR-OE.

Equivalency/Substitution: Will accept a student who has completed an internship/externship and graduated from an accredited Medical Assistant program in lieu of required experience.

Required Certifications or Licenses:

- Cardiopulmonary Resuscitation (CPR) Certification.
- Certified Medical Assistant, Registered Medical Assistant or qualified ABR-OE or ability to obtain the certification within 90 days of employment in the position.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of basic medical terminology.
- Ability to interact professionally with healthcare practitioners and patients.
- Ability to effectively communicate information.
- Ability to observe and obtain information from all relevant sources.
- Ability to work as a member of a team.

- Must be detail oriented and able to complete work tasks.
- Ability to maintain composure even in difficult situations.
- Ability to be understanding and sensitive to needs of others.

Working Conditions

Physical: Stand for long periods of time. Manual dexterity. Speaking, walking, stooping, bending, and lifting up to 25 pounds.

Environmental: Clinic Environment.

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