

Medical Assistant Job Description template

Medical Assistant Job Description Template/Brief

We are seeking a compassionate and organized Medical Assistant to support our healthcare team. The Medical Assistant will perform a variety of administrative and clinical tasks to ensure smooth clinic operations. The ideal candidate should have strong communication skills, basic medical knowledge, and experience in a clinical setting.

Medical Assistant Job Profile

The Medical Assistant plays a key role in providing care and support to patients under the supervision of healthcare professionals. They manage both administrative duties like scheduling and clinical tasks such as taking vital signs. This role requires patience, attention to detail, and the ability to multitask in a fast-paced environment.

Reports To

The Medical Assistant reports to the Clinic Manager or Lead Nurse.

Medical Assistant Responsibilities

- Greet and check in patients upon arrival at the clinic.
- Assist physicians during examinations and procedures.
- Take and record patients' vital signs and medical histories.
- Prepare examination rooms and ensure cleanliness.
- Manage patient appointments and scheduling.
- Administer medications and injections as directed by a physician.
- Maintain patient records and ensure confidentiality.
- Assist with front-desk duties, including answering phones and managing correspondence.
- Support clinical staff with patient care tasks as needed.

Medical Assistant Requirements & Skills

- High school diploma or equivalent; completion of a Medical Assistant program is preferred.
- Previous experience as a Medical Assistant or in a similar role.
- Basic knowledge of medical terminology and procedures.
- Strong communication and interpersonal skills.
- Ability to handle sensitive information with confidentiality.
- Proficiency in using electronic medical records and scheduling software.
- CPR and First Aid certification is a plus.
- Excellent organizational and multitasking abilities.