

NORTHWELL HEALTH

HUNTINGTON

JOB DESCRIPTION

JOB TITLE : MEDICAL ASSISTANT
DEPARTMENT : Pre- Surgical Testing 1.0FTE 9AM-5PM
Position# 10132436 Req# 003D54
REPORTS TO : Janice Francis

POSITION SUMMARY	Administers patient care, maintains medical charts, performs receptionist and registration duties and maintains inventory and supplies.
RESPONSIBILITIES	<ul style="list-style-type: none">* 1. Administers direct patient care under direct supervision of the Nurse Practitioner.<ul style="list-style-type: none">• Takes and records vital signs, growth measurements, administers PPDs and draws blood; and• Assists clinical staff with examination and treatment.* 2. Performs registration duties and maintains patient's medical chart.<ul style="list-style-type: none">• Registers patients and maintains record of services rendered;• Ensures the organization of medical charts;• Ensures all required documentation is available in the medical record;• Distributes reports and correspondence; files, photocopies and processes forms related to medical charts.3. Performs related duties, as required. <p>*ADA Essential Functions</p>
REQUIRED EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none">• High School Diploma or equivalent, required.• Successful completion of a six (6) month to one (1) year course in Medical Assisting at an accredited school, required. Certified Medical Assistant (CMA), preferred.• Prior related experience, preferred.• Data entry skills (80 kpm), required.

Department Head Signature

Date

Human Resources Signature

Date