

CERTIFIED MEDICAL ASSISTANT

New Class No.: 6124
Written to Replace: New Classification
SOC Code: [31-9092.00 - Medical Assistants](#)
Draft Date: 12-24-07

SERIES CONCEPT

Medical Assistants perform routine administrative and clinical patient care tasks supportive to medical providers in medical/clinical offices and other health care facilities.

Administrative duties may include, but are not limited to, the following: update and file patients' medical records; fill out insurance forms; arrange for admissions and laboratory services; and other administrative duties as directed.

Clinical duties may include, but are not limited to, the following: taking medical histories and recording vital signs; explaining treatment procedures; preparing patients and assisting physicians for examinations; arrange examination rooms instruments and equipment; disposal of contaminated supplies; sterilize medical instruments; maintain waiting areas.

Some Medical Assistants may also may collect and prepare laboratory specimens and perform basic laboratory tests, as allowed by certification and State law.

Incumbents may be assigned to any of a wide variety of programs including psychiatric nursing, chemical dependency, forensic, sex offenders, dual diagnosis, developmentally disabled, maternal child health services, family planning, immunization, etc. Patients may vary in socioeconomic, cultural, emotional, and/or physical needs and may be confused, disoriented, aggressive or hostile. Some settings may involve exposure to communicable diseases, lifting and moving patients or equipment weighing up to 50 pounds and may involve restraining patients.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

MINIMUM QUALIFICATIONS & SKILLS

EDUCATION: Completion of a 1- or 2-year Medical Assistant program OR

EXPERIENCE: 1-year experience as a Medical Assistant or in a related medical setting. OR

CERTIFICATION/LICENSURE: Current applicable Medical Assistant certification from a recognized certifying organization.

KNOWLEDGE/SKILLS: Demonstrated positive interpersonal and communication skills with colleagues, patients, families, physicians, and the community.