

# Medical Assistant Job Description

Job Title: Medical Assistant

Job Type: Full-Time, On-site

## Job Summary

Metro Health Clinic is seeking a reliable Medical Assistant to perform a variety of administrative and clinical tasks to keep our healthcare facility running efficiently. The successful candidate will report to the Office Manager and will be responsible for supporting our physicians and providing services to our patient population.

## Key Responsibilities

- Greet patients upon arrival and check them in.
- Measure and record patient vital signs (e.g., blood pressure, temperature, weight).
- Prepare patients and exam rooms for physician examinations.
- Assist physicians with various medical procedures as needed.
- Administer injections or medications as directed by a physician.
- Update and maintain patient records in the EMR system.
- Schedule patient appointments and handle follow-up calls.
- Ensure all exam rooms are clean and fully stocked with supplies at the end of each day.
- Handle incoming phone calls and other correspondence.

## Qualifications

- High school diploma or equivalent.
- Must be a graduate of an accredited Medical Assistant program.
- Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) is required.
- Minimum of 1 year of experience working in a doctor's office or hospital.
- Proficiency with Electronic Medical Record (EMR) software.
- Excellent communication and interpersonal skills.
- Ability to multitask effectively in a fast-paced environment.