

Classification Specification: Medical Assistant

Classification Number: 65321
Effective Date: 09/27/2013

Pay Grade: 27
Current Exemption Status: Nonexempt

Position Summary

Provides direct patient care and assists with other medical office, examining room and administrative duties, including sterilizing and inspecting medical equipment and assisting medical care provider in minor procedures.

Essential/Primary Duties

- Provides direct patient care and acts as a liaison between the patient and the medical provider.
- Uses specialized equipment to sterilize medical instruments and inspects medical equipment for accuracy and safety.
- Assists medical care provider in minor procedures.
- Cleans, stocks and maintains procedure room and exam rooms.

Experience and Education

Experience

- One year related experience required

Education

- Nine month to one-year certificate program in related field required
- Certification in Medical Assisting required

Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

Working Conditions

Work is performed in an environment with extremely disagreeable or hazardous working conditions with exposure to any number of elements and hazards on a continual basis.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Knowledge of basic science and scientific methods
- Ability to maintain confidentiality of patient health records

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None