**Medical Assistant II Standard Job Description**

**Classification Title:** Medical Assistant II

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Medical Assistant II, under general supervision, works under the direction of the health care provider. Serves as the lead medical assistant and is responsible for the delivery of patient care that promotes the safety and wellbeing of all patients. Oversees the cleanliness of exam and treatment rooms and monitors patient care rooms and nurses’ stations. Serves as a mentor and assists supervisor with training and supervision of medical assistant I staff and student workers.

**Essential Duties and Responsibilities:**

**30% Patient Care Activities**

* Transfers patients from reception to patient care areas.
* Measures vital signs such as blood pressure, temperature, pulse, and respiration while obtaining height and weight.
* Interviews patients for updated medical history and documents information in electronic medical records.
* Prepares patients for tests, exams, and procedures and provides basic patient education.
* Performs basic procedures including injections, vision screening, auditory exams, ear lavage, EKG, minor wound care, nebulizer treatments, throat swabs, fitting ortho slings, splints, and braces.
* Assists and/or chaperones providers during exams or procedures, transfers specimens, and documents testing and lab results in medical records.
* Prepares and administers injections and dispenses medication as directed by providers.

**20% Supervision and Training**

* Serves as a mentor for best practices to Medical Assistant I staff and student workers.
* Assists supervisor with training and supervision of Medical Assistant I staff and student workers.
* Provides indirect supervision and trains Medical Assistant I staff and/or student workers.

**10% Infection Control and Cleanliness**

* Oversees and ensures the cleanliness of exam and treatment rooms are maintained at the highest standards to prevent the spread of infection in patient care areas.
* Cleans, disinfects, and sterilizes exam rooms and equipment according to infection control policies and procedures.

**10% Documentation and Record Maintenance**

* Updates health information in electronic medical records.
* Assists providers in maintenance of electronic medical records.
* Participates in documentation of patient care.

**10% Supply Management**

* Monitors the stocking of patient care rooms and nurses’ stations to ensure supplies are on hand as needed for patient care.
* Assists in inventory and equipment maintenance, ensuring exam rooms are stocked with necessary supplies and equipment.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Three years of related experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Oral and written communication skills.
* Interpersonal and organizational skills.
* Ability to work with sensitive information and maintain confidentiality.

**Additional Information:**

**Machines and Equipment:**

* Automated and manual vital sign equipment
* EKG
* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**