**Medical Assistant I Standard Job Description**

**Classification Title:** Medical Assistant I

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Medical Assistant I, under general supervision, assists patients within an outpatient primary care clinic. Conducts basic office-based medical tasks, including the measurement of vital signs and patient medical histories. Serves as a medical instrument technician, conducting instrumentation cleaning, disinfection, and sterilization.

**Essential Duties and Responsibilities:**

**40% Patient Care Activities**

* Provides patient care activities on a daily basis.
* Transfers patients from reception to patient care areas.
* Measures vital signs such as blood pressure, temperature, pulse respiration, and obtains height and weight.
* Interviews patients for updated medical history and documents information in the electronic medical records.
* Prepares patients for tests, exams, and procedures and provides basic patient education.
* Performs basic procedures including injections, vision screening, nebulizer treatments, throat swabs, and fitting ortho slings.
* Assists and/or chaperones providers during exams or procedures.
* Documents testing and lab results in medical records.
* Serves as a liaison between patients and providers.

**20% Infection Control and Cleanliness**

* Ensures cleanliness of exam and treatment rooms, exam tables, countertops, and doorknobs to prevent the spread of infection.
* Cleans, disinfects, and sterilizes medical instruments, including endoscopes.
* Stocks patient care rooms and nurses’ stations.
* Assists in the organization and upkeep of assigned areas to ensure a clean and safe working environment.

**10% Electronic Medical Records Management**

* Updates health information in electronic medical records.
* Assists providers in the maintenance of electronic medical records.
* Documents patient care activities in the electronic health record.

**5% Inventory and Office Maintenance**

* Assists with inventory and office equipment maintenance.
* Maintains drug and vaccine logs.
* Assists with the organization and upkeep of central nurses’ stations.

**5% Miscellaneous Duties**

* Completes continuing education as required by the certifying board.
* Participates on committees as assigned.

**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:**

* Two 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**