

Certified Medical Assistant Job Description

- Administers medication, as directed by the nurse or physician, to patients during routine, emergency, and surgical procedures
- Assists or provides support to nurses and physicians during surgery
- Provides clients with patient records
- Performs treatment such as administration of drugs, intravenous fluids and medication delivery
- Represents the organization at community functions
- Enters information into computerized or standardized records systems and documents medical data as required to provide medical services to patients
- Prepares and maintains equipment, work area and instruments according to the organization's procedures
- Prepares supplies for patient care
- Maintains records for drugs, biological, and other supplies used in patient care
- Performs cleaning of medical equipment
- Makes calculations, such as determining dosages, amount of fluids to be given or other medical related information
- Maintains confidentiality of patient data by keeping it in confidence at all times and protects the health information of patients
- Manages lab sample result files
- Prepares charts, reports, and records as required by the organization
- Assembles and maintains medical supplies, instruments and equipment according to the organization's procedures
- Prepares patients for examination
- Records patient's vital signs, such as respiration, pulse, blood pressure, temperature, and other related information
- Performs routine laboratory screening tests such as analysis of urine sample or culture growth test

- May give injections under a physician's directions and supervision
- Administers anesthesia in accordance with physicians' orders in emergency situations.