

Medical Office Assistant Job Description

- Assist the physician, nurses, and clerical staff
- Take patient histories and vital signs
- Assist physicians in examinations or minor surgical procedures
- Assist nurses in drawing blood for testing and preparing patients for physical examinations or treatment
- Prepare instruments, such as bandages and sponges, and small equipment such as stethoscopes, for medical use
- Prepare specimen slides to be used in diagnostic procedures such as x-rays and blood tests (cytologic slides)
- Track and maintain patient records, files, and documents
- Clean examination rooms, the examining room, and the operating room
- Assist in scheduling appointments, answering telephones, filing papers, and arranging transportation to hospital admissions or other facilities
- Enter information into computer files as directed according to physician's orders.
- Maintain cleanliness of medical facilities by keeping equipment orderly and in proper working order
- Prepare or assist physician with anatomical models for medical or educational presentations or exhibits (for example, skeletons)
- Install, maintain or repair hospital equipment such as heating, ventilating, and air conditioning (HVAC), water supplies, piped music systems, and other equipment.