

Medical Support Assistant Job Description

- Provide trained medical support staff (medical assistants) to patients who require assistance with physical, sensory or mental aid and comfort
- Apply the proper techniques of medical assistances to provide care while in a patient's home, hospital or clinic
- Assist physicians, nurses, dentist and other medical staff who perform procedures such as examinations and treatments; prepare patients for tests; coordinate patient therapies; schedule appointments; delegate health care tasks to personnel and participate in the development of patient programs that promote overall well-being
- Maintain confidentiality standards with respect to health information about patients and maintain all related laws requiring notice of disclosure and access
- Receive, complete, and maintain all medical records required for patient case management
- Coordinate and execute therapeutic programs, such as exercise routines, for patients in need of rehabilitation; furnish additional instruction to patients who require further training after discharge from a facility and arrange for health assessments of more complex needs to be provided by other health care professionals
- Deliver medical information to patients' families and/or guardians, who may be involved in the patient's care
- Assist in preparing and maintaining facilities, equipment, supplies and medications.
- Assist patients with activities of daily living that are physically or mentally challenging, such as bathing, dressing and walking; promote adequate nutrition by supplying food or drink to the patient; assist with simple meal preparation when required; use equipment to monitor vital signs or administer injections, if needed

- Coordinate medications dispensed by physicians with patients' treatments scheduled by other health care professionals to ensure compatibility with other therapies and prevent potential side effects related to drug interactions
- Maintain positive relationships with patients, their families, other health care professionals, volunteers and the public by promoting confidence in the quality and professionalism of services provided
- Participate in educational and developmental activities to improve education and professional growth to provide continuity of care.