

# Obgyn Medical Assistant Job Description

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- Provides assistance to the doctor and medical assistants
- Scribes medical records in order to make the flow of patients smooth in case of emergency or situation where assistance is needed
- Provides assistance or first aid for minor injuries
- Reviews patient charts and records, follows up with lab results, and reports back to patients if needed
- Provides support for other duties, as well as assists in procedures such as blood collections, wound treatment, preparation of supplies, stocking instruments/supplies used by doctors
- Prepares equipment, instruments, and supplies needed by doctors in their practice
- Gives proper instructions to patients and groups on the preparation for their visits. Also give them counseling about proper health care
- Ensures that optimum privacy of clients is maintained at all times
- Prepares medications, ensuring they are properly labeled, stocked in the right location and are ready for delivery to other medical practitioners as needed
- Prepares instruments and supplies used by doctors during examinations, procedures or treatments
- Brings medical books, supplies or equipment to rooms assigned to patients as directed by medical administrative staff
- Keeps charts of patients, such as their medical histories and medical examination reports
- Assists in maintaining a clean working environment by performing routine cleaning and disinfection of equipment, instruments and supplies
- Follows federal and state pharmaceutical laws in handling medications.