



Medical Assistant BASIC SKILLS

Completes Hospital and Clinics Orientation and Competency Checklist
Completes Basic Computer Skills evaluation
Registration and Scheduling Functions (IDX, Allegra, OnTrac, OcTrac)
Telephone messaging and information prioritization
Coordinates referrals for ancillary services
Revenue Cycle Management (POS Collections, Cash Handling and Reporting)
Documents patient intake and visit services in Paper MR and/or EMR (Olympus, EPIC)
Files reports and information in patient medical record
Assists with patient examinations, treatments and procedures
Performs CLIA Waived testing, reporting and Quality Assurance (Misis, MediStrips)
Reports data, results, concerns and clinical changes to licensed provider
Supply inventory management and stocking
Performs Electrocardiograms
Performs phlebotomy specimen collection
May include: Performs catheterization
Performs medication administration
Assists in patient and caregiver education
Assists with transportation of patients
Maintains mandatory competencies, education and training annually
Maintains Behavior Standards performance