

Medical Assistant Job Description

1. Job Brief (About the Role)

{{Company Name}} is hiring a Medical Assistant to support our providers and care for patients at our {{clinic / practice}}. This role reports to the {{Clinical Lead / Office Manager}} and blends clinical and administrative work in a fast-paced outpatient setting.

Three or four sentences: the team, who the role reports to, and why this position exists. Skip generic openers like "We are looking for..."

2. Responsibilities

- Room patients, take vital signs, and record history in the {{EHR}}
- Prepare patients and rooms for exams and assist the provider as needed
- Administer injections and perform phlebotomy and specimen collection per protocol
- Perform point-of-care testing (e.g. {{EKG, rapid strep, urinalysis}})
- Update medications, allergies, and document encounters accurately
- Manage referrals, prior authorizations, and provider in-baskets
- Clean and stock rooms and follow infection-control standards
- Schedule follow-ups and answer patient questions within scope

Eight to twelve bullets, each starting with a verb. Keep them specific to the day-to-day work, not aspirational filler.

3. Requirements & Skills

- Medical Assistant certification ({{CMA, RMA, or CCMA}}) or equivalent experience
- Current {{BLS / CPR}} certification
- Experience with an EHR ({{Epic, Cerner, athenahealth}})
- Phlebotomy and vital-signs competency
- Strong patient communication and attention to detail

List the must-haves: experience, licenses or certifications, the systems and tools used, and any physical or shift realities.

4. Nice-to-Have

- Bilingual ({{language}})
- Specialty experience ({{pediatrics, OB/GYN, cardiology}})

Two to four genuinely optional items. Keep them strictly separate from Requirements so they don't deter good applicants.

5. Compensation & Benefits

Pay range	{{Salary Range}}
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Enter a pay range from local market data — do not leave it blank. Pay transparency improves applicant quality and is now required in many states.

6. Schedule & Work Environment

- {{Full-time}}, {{clinic hours — e.g. Mon–Fri 8a–5p}}, with some rotating Saturdays
- Outpatient clinic; on your feet most of the day
- Standing, walking, and lifting/assisting patients as needed

Be honest about shifts, weekends, overtime, and the physical environment. Realistic expectations reduce early turnover.

7. How to Apply

To apply, {{application instructions — e.g., send a resume and short cover note to careers@company.com}}.

{{Company Name}} is an equal opportunity employer. We celebrate diversity and are committed to an inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.