



OHIO
UNIVERSITY

**Classification and Qualification
Standards**
Certified Medical Assistant
ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Practitioner Support	Job Code: 15132 Grade: B	Date Established: 7/01/2001 Updated 11/6/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under direction, the technical classification applies basic medical principles and techniques, and utilizes limited independent judgment within established procedures and guidelines. This classification requires working knowledge of medication administration procedures, blood test procedures, triage procedures, blood bank policies and procedures concerning blood donations and disposal of materials, and lab reports in order to provide clinical and clerical support to physicians, patients, clinic, and public.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Compiles insurance documentation and physician referrals for diagnosis and treatment in preparation for patient medical examinations.
2. Administers medications, and/or injections, calls pharmacy to refill prescriptions, and performs EKGs, hearing tests, and holter monitors, under physicians orders.
3. Reviews written x-ray and lab reports.
4. Prepares and sterilizes medical equipment for procedures, and disposes biohazard material.
5. Triage patients for treatment via telephone for physician, nurse, and certified medical assistant visits.
6. Educates patients, and families, under physician's orders.
7. Collects, and analyzes specimens, under physicians' orders.
8. Performs phlebotomy procedures, and obtains cultures.
9. Performs reception and general clerical support (e.g., filling; chart retrieval; form verification; typing; copying; faxing).
10. Collects payments, reconciles cash drawers, completes invoices, and enters appropriate data.
11. Trains healthcare students, and new employees.
12. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of medication administration procedures; blood test procedures; triage procedures; blood bank policies and procedures concerning blood donations and disposal of materials; lab reports; and training procedures*. Skill in operation of EKGs, holter monitors, hearing test equipment, and medical equipment, and computer*. Ability to prepare patients for medical examinations and procedures; administer prescribed medications; and provide instructions to patients, families, students, and employees.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

Certified Medical Assistant (CMA). Associates degree required and coursework must include pharmacology.

* Cardiopulmonary Resuscitation and Emergency Cardiac Card/re-certification can be obtained after employment.

* Receive CEU training or retake certification exam every five years to maintain certification.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity