Certified Medical Assistant

<table>
<thead>
<tr>
<th>Job Family:</th>
<th>Sub Family:</th>
<th>Career Track and Level:</th>
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<tbody>
<tr>
<td>Health Services</td>
<td>Practitioner Support</td>
<td>TAS 1</td>
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<tr>
<th>Job Code:</th>
<th>Job Series:</th>
<th>Pay Grade:</th>
<th>FLSA Category:</th>
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<td>CA&amp;P</td>
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**Health Services:** Promotes a healthy and productive University community. Supports and provides healthcare, health education, wellness programs, and health promotion to the University and surrounding community. Provides the community with clinical care such as physical therapy, health assessments, and mental health counseling. Organizes educational programming, distributes educational material to the community to promote healthy lifestyles.

**Sub Family**

**Practitioner Support:** Assists with patient care and clinical duties such as taking vital signs, giving injections, performing simple diagnostic tests, collecting specimens, drawing blood, sterilizing and cleaning equipment, and maintaining examination rooms at an outpatient care site. May also be responsible for some administrative duties.

**Job Responsibilities**

- Assess and measure necessary medical information including vital signs (height, weight, blood pressure) and other vital patient information.
- Collects and analyzes specimens, under physicians’ orders.
- Perform phlebotomy procedures, and obtains cultures.
- Prepares and sterilizes medical equipment for procedures, and disposes of biohazard material.
- Educates patients and families under physicians’ orders.
- Coordinate with insurance companies regarding prior authorization and also with pharmaceutical companies regarding patient assistant programs.
- Handle administrative tasks associated with clinic operation including but not limited to: Sending prescriptions to pharmacy, scheduling appointments and meetings for physicians, responding to patient calls, maintain patient care files, file and pull patient charts as necessary.

**Role**

- Reflects most common entry point for this career track
- Performs a relatively small number of tasks/duties by selecting correct processes from clearly prescribed rules and specific instructions.
- May supervise or oversee the work of student employees.
**Impact and Complexity**

- Performs job responsibilities following a defined standard output or set of procedures. May schedule and/or check the work of students.
- Work is closely supervised with limited opportunity for independent action or decision making. Exercises some judgment in planning and organizing own work but must adhere to specific time, process and results standards.
- Work consists of tasks that are routine, or well-defined, with specific instructions to achieve standards.

**Requirements**

Knowledge of basic or commonly used procedures and/or equipment typically obtained by a high school degree or GED or equivalent and no minimum general work experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

*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.*