

MEDICAL UNIVERSITY



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Medical Assistant / Certified Medical Assistant

The Medical Assistant collaborates within a multi-disciplinary team approach to deliver quality care. Position performs clinical, laboratory and clerical support activities.

- 📍 Location: Syracuse
- 🏢 Category: Nursing Support
- 🕒 Employment Type: Full-time
- 📅 Opening on: Sep 18 2023
- 👥 Department: CG-UCM OB/GYN
- 🏠 Employer: Upstate Community Medical
- 📄 Payroll Title: Medical Assistant, SG008
- * Job Number: 341011
- * Bargaining Unit: N/A

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Position Title and Information

The Medical Assistant collaborates within a multi-disciplinary team approach to deliver quality care. Position performs clinical, laboratory and clerical support activities.

Tasks and Responsibilities

- Prepare exam rooms for patients before, during and after examinations or procedures
- Taking vital signs, such as heights, weight, and blood pressure
- Review medication lists and obtain medication authorization
- Maintain sufficient patient flow by coordinating and monitoring patient schedules
- Initiate, prepare and maintain medical records
- Schedule future tests/appointments and retrieve results
- Assist with the scheduling or rescheduling of patient appointments
- Chart Prep and abstracting
- Create and maintain electronic records/Scanning
- Pending Orders
- Re-stock exam rooms and/or pre-minor surgery trays
- Assist front office, and others, with a variety of clerical duties/office procedures (answering phones and directing callers to the appropriate person)
- Assist with referrals to insurance companies
- Perform other duties as needed to accomplish job standards and/or requested

Education, Training and Previous Experience Requirements

- High School Diploma or equivalent
- Requires 1 or more years' experience in a medical office setting and basic medical terminology.
- If certified, a Medical Assistant certification/diploma from an accredited vocational institution, or a community college course in medical assisting

Knowledge and Skills Needed to Perform Effectively in the Position