



**University of Texas at El Paso
Job Description**

Job Code: 11799
Job Title: Certified Medical Assistant
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared by: Human Resources
Creation / Revision Date: September 13, 2017

Summary: Assists in examination and treatment of patients under the direction of a health care provider.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Interviews patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts.

Prepares treatment rooms for examination of patients.

Prepares and assists patients undergoing treatments, examinations, and procedures.

Take and record patient medical history information.

Recognizes patient care priorities, treatment plan, objectives, and potential crisis; communicates patient needs and unusual circumstances with patients/families.

Inventories and orders medical supplies and materials.

As needed, operates x-ray, electrocardiograph (EKG), and other equipment to administer routine diagnostic test or calls medical facility or department to schedule patients for tests; administers hearing and vision screening.

Gives immunizations, injections, or treatments, and performs routine laboratory tests based on instructions of a health care provider

Keeps x-ray and other medical records; performs administrative tasks; and creates and mails correspondence related to patient care.

Keys data into computer to maintain office and patient records.

Answer patient's questions with accurate information regarding health concerns recognizing the inability to give advice and refers the patient to an appropriate healthcare professional as indicated.

Complies with all State and University policies.

Complies with ethical conduct guidelines as described by their professional code of conduct.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Other duties may be assigned.

Supervisory Responsibilities No supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: High school diploma and completion certified Medical Assistant Program



Minimum Experience required: One to two years related to the statement of duties and responsibilities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is regularly required to stand; walk; and sit. The employee is occasionally required to use hands to feel and reach with hands and arms. The employee may occasionally be required to lift and move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.