



O*Net Occupational Review

Selected Criteria:

Occupation: **Medical Assistants**

For information about more occupations, go to <http://online.onetcenter.org/> and click "Find Occupations"

Occupation Description

Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Exclude "Physician Assistants".

Tasks and Activities

Occupation specific tasks and the most important generalized work activities are listed for **Medical Assistants**.

Occupation Specific Tasks:

- Authorize drug refills and provide prescription information to pharmacies.
- Change dressings on wounds.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.
- Contact medical facilities or departments to schedule patients for tests or admission.
- Explain treatment procedures, medications, diets and physicians' instructions to patients.
- Give physiotherapy treatments such as diathermy, galvanics, and hydrotherapy.
- Greet and log in patients arriving at office or clinic.
- Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections or removing sutures.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Inventory and order medical, lab, or office supplies and equipment.
- Keep financial records and perform other bookkeeping duties, such as handling credit and collections and mailing monthly statements to patients.
- Operate x-ray, electrocardiogram (EKG), and other equipment to administer routine diagnostic tests.
- Perform general office duties such as answering telephones, taking dictation or completing insurance forms.
- Perform routine laboratory tests and sample analyses.
- Prepare and administer medications as directed by a physician.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Record patients' medical history, vital statistics and information such as test results in medical records.

- Schedule appointments for patients.
- Set up medical laboratory equipment.
- Show patients to examination rooms and prepare them for the physician.

Detailed Work Activities:

- administer injections
- administer medications or treatments
- assist in examining or treating dental or medical patients
- calculate medical diagnostic test results
- collect clinical data
- collect specimens from patients
- complete patient bills
- complete patient insurance forms
- conduct medical laboratory tests
- conduct medical tests
- draw blood
- ensure correct grammar, punctuation, or spelling
- follow dental or medical office procedures
- follow dental or medical x-ray procedures
- follow patient care procedures
- inventory medical supplies or instruments
- lift or transport ill or injured patients
- maintain dental or medical records
- observe patient condition
- obtain information from clients, customers, or patients
- order or purchase supplies, materials, or equipment
- position patient for therapy
- post medical insurance billings
- prepare bodies for interment
- prepare medical treatment room
- prepare patients for tests, therapy, or treatments
- prepare sample for laboratory testing, analysis, or microscopy
- process medical records
- provide customer service
- record medical history or data
- retrieve files or charts
- route multi-line telephone calls
- schedule meetings or appointments
- set up or calibrate laboratory equipment
- set up patient care equipment
- sterilize or disinfect instruments
- take dictation
- take vital signs
- use clinical sterilizing technique
- use interpersonal communication techniques
- use interviewing procedures
- use knowledge of medical insurance systems
- use knowledge of medical terminology
- use medical diagnostic equipment
- use medical lab techniques
- use nursing practices or procedures
- use sanitation practices in health care settings
- use secretarial procedures
- weigh patients

- work with persons with mental disabilities or illnesses

I have read and discussed the above job duties as described above for a Medical Assistant with my Case Manager.

Participant Signature

Date

Case Manager Signature

Date