

Job Description

Job Details

Job Code: PC103
Additional Job Code(s):
Created Date: 2/29/24
Revised Date:

Job Title: Medical Assistant Student
FLSA Status:
Supervises Others: No

Job Summary

The Medical Assistant Student performs various clinical and administrative duties while completing curriculum requirements to obtain a National Healthcareer Association Certification (within 6 months of program completion) and become a Certified Medical Assistant. Working under direct supervision, this role attends in-person classes, completes on-line course work and performs clinical rotations in the organization's ambulatory sites.

Essential Job Functions

Records medical histories accurately and efficiently, ensuring that all relevant information is recorded for the healthcare provider's reference and future treatment planning.

Explains treatment procedures to patients using clear and concise language to ensure their understanding and cooperation throughout the process.

Prepares patients for examinations, ensuring their comfort and privacy while gathering necessary information and assisting with any necessary preparations.

Provides competent assistance to the physician during examinations, anticipating their needs and efficiently carrying out tasks to facilitate a smooth and effective examination process.

Collects and prepares laboratory specimens accurately and safely, following established protocols and ensuring proper labeling and documentation for accurate test results.

Performs basic laboratory tests proficiently and accurately, following standard operating procedures and maintaining quality control measures to ensure reliable and valid test results.

Prepares and administers medications, including injections, under the direction of a physician or licensed provider, ensuring proper dosage, technique, and documentation for patient safety and compliance.

Performs wound care and dressing changes competently, following established protocols and maintaining aseptic techniques to promote healing and prevent infection.

Codes and fills out insurance forms accurately and completely, following coding guidelines and insurance requirements to facilitate timely reimbursement and minimize errors.

Arranges for hospital admissions and laboratory services promptly and accurately, coordinating with relevant departments and ensuring smooth transitions for patients.

Performs other duties as assigned.

Education Requirements

Required: High School Diploma or Equivalent

Experience Requirements

Preferred: 1 year healthcare experience

Licensure/Certification/Listing

Required: BLS (CPR)-American Red Cross or AHA Healthcare Provider

Preferred: NC Board Certified Nursing Assistant

Knowledge, Skills & Abilities

Physical Requirements

Medium Work

Exerting 20 to 50 pounds of force occasionally (up to 1/3 of the time), and/or; 10 to 25 pounds of force frequently (1/3 to 2/3 of the time), and/or; greater than negligible up to 10 pounds of force constantly (2/3 or more of the time) to lift, carry, push, pull, or otherwise move objects, including the human body.

Additional Requirements

Travel Requirements

Enter locations of travel (not intended for normal work commute)

Respiratory Fit Testing

Yes

Patient Population Served

Cone Health serves the following patient populations:

Neonate (< 1 month)

Pediatric (1 month to < 13 years)

Adolescent (13 years to < 18 years)

Adult (18 years to < 66 years)

Geriatric (66 + years)

Specific age groups are listed in the departmental Scope of Service, if applicable.

Hearing/Vision Requirements

	Yes	No
Hear and differentiate low volume to make judgments regarding needed actions needed	X	
Hear alarm bells, verbal conversations, telephone voices and normal volume sounds	X	
Close vision (clear vision at 20 inches or less)	X	

Distance vision (clear vision at 20 feet or more)		X
Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)		X
Color vision (ability to identify and distinguish colors)	X	

Working Conditions

Exposure to bloodborne pathogens	Hazardous waste and/or toxic/caustic chemicals	Fumes or airborne particles
Yes	Yes	Yes

Additional information on working conditions

Conditions of Employment

- * Maintain licensure/certification/registry/listing
- * Annual expected requirements (e.g., flu shot, education, competencies, employee health).
- * Embrace the Cone Health culture of compliance by knowing and following the Code of Conduct, policies and procedures that apply to your role and speaking up when something isn't right.

Job Description Acknowledgement

I have reviewed the complete job description and understand that I will be required to perform all listed functions. I understand that this job description is not an exhaustive list of all duties, responsibilities, or qualifications associated with the position and that it may change as business needs change. I acknowledge my responsibility to inform my manager promptly if I am unable to perform any job functions.