

## SENIOR MEDICAL ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Health Department and is responsible for both supervising and performing a variety of tasks to assist the professional health care personnel in the conduct of examinations in a clinic. The incumbent also directs Clinic staff in performing clerical, billing and medical duties as well as may prepare the clinic site, perform clerical processing of patients' records and conduct routine medical screening tests prior to the examination. The work is performed under the general supervision of the Director of Clinic Services and/or Supervising Public Health Nurse with leeway allowed for the use of independent judgement. Supervision is exercised over Medical Assistants, Patient Account Representatives and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises clinic staff in performing clerical, billing and medical duties;  
Serves as liaison between medical staff and support staff;  
Trains staff regarding policies and procedures of the clinic;  
Sets up health clinics by making sure they have the proper level of supplies and equipment;  
Greets patients and assists them in filling out necessary forms;  
Schedules appointments for physical examinations, immunizations, tests and counseling;  
Obtains information from patients on health insurance coverage and explains billing procedures;  
Weighs and measures patients, and charts findings;  
Checks blood pressure, pulse and urine specimens;  
Conducts hearing, visual acuity and color vision tests;  
Maintains diagnostic, treatment and related records;  
Codes diagnostic procedures;  
Administers skin tests and reads same;  
May administer oral and parenteral immunization;  
May draw blood;  
Maintains inventory of the clinic's medical supplies and orders as needed;  
Receives payments from patients and issues receipts;  
Answers phones, provides general information and forwards calls as appropriate;  
Files patients charts, records and related material;  
Performs diagnostic tests such as a Pulmonary Function Test and Electrocardiographs under the guidance of a medical professional;  
Obtains basic medical history and gives basic education regarding specific condition.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the routines and procedures in the operation of a health clinic;  
Thorough knowledge of modern office terminology, practices and procedures;  
Good knowledge of medical terminology;  
Ability to supervise the work of others;  
Ability to perform a number of routine medical screening tests;

Ability to prepare and maintain medical records;  
Ability to establish rapport with patients;  
Ability to communicate effectively, both orally and in writing;  
Ability to use a personal computer to enter and retrieve information as well as generate reports as needed;  
Tact;  
Courtesy;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Medical Assisting Technology or closely related field, a Certificate in Medical Assisting Technology and two years of medical office experience.