

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Certified Medical Assistant  
Code: 11072  
Salary Grade: 54  
FLSA Status: Non-Exempt  
Department/Division: Student Health Services/Student Affairs  
Reports To: Director Nursing Services

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## *Summary*

- Function: Performs a variety of patient care activities to assist physicians, physician assistants and nursing personnel.
- Scope: Responsible for the preparation of patients for their visits by taking vital signs, administering injections, EKG's, phlebotomy, spirometry and various other procedures. Delivers quality customer service and maintains established quality control standards.

## *Duties*

### Typical:

1. Perform all duties within the scope of a Certified Medical Assistant (procedures, injections, EKGs, phlebotomy).
2. Coordinate patient's rooms according to Student Health Services standards and policies.
3. Record patient care documentation in the electronic medical record accurately and in a timely manner.
4. Coordinate patient care as directed by physicians, mid-level providers and clinic standards.
5. Administers medications for which the employee has received training and demonstrated competency.
6. Process appropriate documents in an organized and accurate fashion.
7. Respect patient confidentiality at all times.
8. 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.
9. Organizes exam and treatment rooms, stocks and cleans rooms.
10. Maintain certifications (CMA and CPR) and quality control standards.
11. Perform all other duties as assigned.

### 12. Periodic:

- a. Work at the downtown clinic.

### *Education*

<b>Required</b>	<b>Preferred</b>
High school diploma or GED.	N/A
Current nationally recognized Medical Assistant Certification.	

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Tact, diplomacy, discretion, and confidentiality of medical information required in all matters.	Electronic Medical Records experience. Classes in blood-borne pathogens and phlebotomy.
Criminal Background Check (CBC).	
CPR/AED certification.	
Knowledge of medical terminology.	

### *Experience*

<b>Required</b>	<b>Preferred</b>
One year experience as a certified Medical Assistant.	N/A

### *Equipment*

<b>Required</b>	<b>Possible</b>
Standard clinical health care facility equipment.	N/A
Personal computer and standard office equipment.	

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Usual office and clinical patient care facility conditions.	Possible exposure to blood-borne pathogens. Possible exposure to combustible materials.

### *Supervision*

<b>Received</b>	<b>Given</b>
General supervision from assistant director of nursing.	N/A

### *Accuracy*

Extreme accuracy in following written and verbal directions and in the dissemination and application of technical information. Extreme accuracy in following the international precautions and blood-borne pathogens policies.
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*Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

*Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.