<table>
<thead>
<tr>
<th>Job Code: 0110</th>
<th>Job Title: Certified Medical Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Family: Medicine and Health</td>
<td>Pay Grade: 003</td>
</tr>
<tr>
<td>Job Sub-Family: Health Support</td>
<td>Union Code: A1E</td>
</tr>
<tr>
<td>FLSA Status: N</td>
<td>Career Level: Support Level S1</td>
</tr>
</tbody>
</table>

**JOB SUMMARY**

Assists physicians and allied healthcare professionals with the assessment of patients’ needs; and care plan by taking vital signs; patient history; medication listing; and determining chief complaint. Assists the providers with medical treatments; exams; and medical procedures. Prepares equipment and room for patient visit/procedure and completed documentation using electronic medical records (EMR). Administrative duties may include: but are not limited to; appointment scheduling; patient registration; and insurance verification.