JOB SUMMARY

Job Code: 5240  
Job Title: Cert Medical Asst Spec Lead

Job Family: Medicine and Health  
Pay Grade: 005

Job Sub-Family: Health Support  
Union Code: A2E

FLSA Status: N  
Career Level: Support Level S3

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.