



<b>Job Title</b>	Certified Medical Assistant I, II	<b>Job Code</b>	HS0113, HS0149
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	14, 15
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Non-Exempt
<b>Job Family</b>	Health Services	<b>Union Code</b>	0
		<b>Sub Family</b>	Clinical Care

**Job Family & Sub Family Summary**

**Health Services Professionals** provide services related to the diagnosis and treatment of patients and medical support functions.

**Clinical Care Professionals** provide delivery of patient health care by determining the correct diagnosis and/or providing the necessary treatment.

**Job Summary**

Provides patient and exam room support to medical providers.

**Representative Duties**

**1. Exam and Treatment Support**

- Takes and records vital signs and statistics on all patients
- Assists provider with physical exam and treatments
- Assists with surgical procedures as needed (Note: Appropriate for CMA II)
- Ensures appropriate follow up care after provider visit

**2. Clerical Duties**

- Assists with mandated and confidential patient record keeping
- Tracks and follow-ups on lab/testing results

**3. Support Duties**

- Maintains adequate supplies in exam/treatment rooms
- Observes OSHA Bloodborne Pathogen Standards and Universal procedures

**4. Training**

- Attends staff meetings, participates in in-service offerings and continuing education

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	High School Diploma	
Certification(s)	CPR/AED, Medical Assistant	
Licensure(s)		
<b>Work Experience</b>		
See Level Addendum below		
<b>Additional Requirements</b>		

Physical/Environmental Demands
Outside of a standard office environment with specific physical demands

Level Addendum
<i>Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.</i>
<b>Level I</b>
<ul style="list-style-type: none"> <li>• 0+ years of relevant work experience</li> <li>• Work is closely supervised</li> <li>• Problems faced are not typically difficult or complex</li> <li>• Explains facts, policies and practices related to job area</li> </ul>
<b>Level II</b>
<ul style="list-style-type: none"> <li>• 2+ years of relevant work experience</li> <li>• Works independently with general supervision</li> <li>• Problems faced are difficult but typically not complex</li> <li>• May influence others within the job area through explanation of facts, policies and practices</li> </ul>

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications needed of the job.**