**MEDICAL ASSISTANT JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: GEORGE SMITH HOSPITAL

**Address**: 123 MAIN STREET, LOS ANGELES CA, 12345

**Phone**: 333-333-3333

**E-Mail**: HIRING@GSHOSPITAL.COM

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: MEDICAL ASSISTANT

**Reports to**: GEORGE SMITH

**Job Location**: LOS ANGELES, CA

**Start Date**: SEPTEMBER 29, 2021

**Job Type**: [x]  Full-time [ ]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: 40 Hours per week

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| **JOB DESCRIPTION** |

George Smith Hospital is seeking a medical assistant to join its growing healthcare team. The individual selected will be responsible for a range of duties related to patient care and administration, ranging from scheduling appointments to checking vital signs.

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| **RESPONSIBILITIES AND DUTIES** |

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| * Recording patient information
 | * Assisting patients with paperwork
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| * Checking vital signs
 | * Updating medical records
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| * Helping with examinations
 | * Scheduling appointments
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| * Preparing samples
 | * Dispensing medications
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| **QUALIFICATIONS / REQUIREMENTS** |

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| * Computer literacy
* CMA certification
 | * Interpresonal skills
* Excellent organizational skills
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