

# MEDICAL ASSISTANT JOB DESCRIPTION

## EMPLOYER INFORMATION

**Name:** GEORGE SMITH HOSPITAL

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

**Phone:** 333-333-3333

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

## EMPLOYMENT ELIGIBILITY

**Job Title:** MEDICAL ASSISTANT

**Reports to:** GEORGE SMITH

**Job Location:** LOS ANGELES, CA

**Start Date:** SEPTEMBER 29, 2021

**Job Type:**  Full-time  Part-time  Independent Contractor  Intern

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

## 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.

## RESPONSIBILITIES AND DUTIES

- Recording patient information
- Checking vital signs
- Helping with examinations
- Preparing samples
- Assisting patients with paperwork
- Updating medical records
- Scheduling appointments
- Dispensing medications

## QUALIFICATIONS / REQUIREMENTS

- Computer literacy
- CMA certification
- Interpersonal skills
- Excellent organizational skills