

MEDICAL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this position perform primarily clinical tasks and maintain appropriate supporting documentation of a clerical nature. The laboratory tasks are of a routine nature, and **are** appropriate for a limited services laboratory facility . Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in complex laboratory techniques and tests;

Performs phlebotomy, rapid point of care tests such as HIV, Hepatitis C and Treponemal tests, urinalysis, urine pregnancy tests;

Performs vision and hearing tests;

Obtains blood samples by fingerstick and venipuncture technique;

Sterilizes instruments and equipment for office procedures;

Stocks laboratory supplies, and prepares patient rooms before and after patient care.

May prepare the patient for examination including obtaining vital signs;

Assists with patient education;

Performs vaccine inventory;

May perform medication inventory;

Obtains vital signs and takes simple medical history for triage;

Assists in the routine follow-up of patients in need of additional testing;

Keeps records of laboratory tests performed and documents receipt in the medical record;

Compiles, records, and submits reports as required;

Maintains proper inventories of laboratory supplies at assigned location;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of basic laboratory techniques and infection control; knowledge of the functional aspects of appropriate equipment and instrumentation; knowledge of proper specimen handling; ability to perform venipunctures; ability to administer simple diagnostic tests; ability to deal effectively with people; ability to follow verbal and written directions; ability to read, write, speak, understand, and communicate in English sufficiently to

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (cont'd): perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; tact; physical condition commensurate with the demands of this position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) valid and current registration as a certified medical assistant and maintain same while in the title; or (b) two years of experience where the primary function was performing clinical and technical laboratory work** or technical diagnostic testing in a hospital, medical laboratory or other health delivery service facility.

**DEFINITION: Technical laboratory work is the non-professional performance of routine laboratory examinations. Examples include drawing blood, labeling specimens and conducting routine testing and analysis.

SUBSTITUTION: Satisfactory completion of 30 credits* towards an Associate's Degree* in Medical Assisting or a related program may be substituted on a year for year basis for the two years of experience required in (b).

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.