

**Classification Title: Certified Medical Assistant (CMA)**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Performs administrative duties, provides direct patient care and laboratory procedures in the Clinic setting under direct supervision, proper orientation and delegation by the Licensed Health Provider (LHP) - RN, LPN or Provider (ERN, NP, PE, MD). NOTE: The CMA is categorized by the NCBON as Unlicensed Assistive Personnel (UAP).

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Provide support to Licensed Health Professional (LHP) in clinic setting. client interviews, obtain anthropometric measurements, assist Provider and RN as directed in Clinic procedures, vaccine and medication administration, collect and process specimens.
2	L	Assist with basic clinic operations by performing clerical/administrative duties, schedule and monitor appointments, maintain inventory, order supplies, and stock rooms. Perform basic cleaning of exam rooms, equipment, and work areas.
3	L	Complete required administrative functions. Assist with processing patient accounts and claims. Entering all information into the electronic medical record (EMR).
4	L	Serve as interpreter for clinical staff on an as-needed basis.

**CLASSIFICATION REQUIREMENTS:**

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Education	High school diploma or GED and CMA Certificate; successful completion of a medical assistant training program through an accredited school recognized by the United States Department Education (USDE) or the Council for Higher Education Accreditation (CHEA).
Experience	Six months experience as a Certified Medical Assistant
Certification and Other Requirements	Current Certified Medical Assistant certificate, CPR, OSHA, and Bloodborne Pathogen training

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	No
Reading	Basic
Math	Intermediate
Writing	Basic
Managerial	Receives Immediate Direction: Within this position, the employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results. These detailed instructions normally allow little room for deviation. The immediate supervisor may, at times, provide close and constant review while work is under way and when the assignment is completed.
Budget Responsibility	Has no budget responsibility
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires regular contact with individuals and may require providing advice to others on specific issues and/or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Blood pressure cuff, Vision/Hearing equipment, scales, height board, lab supplies, and specimen supplies.

PRIMARY WORK LOCATION	
Office Environment	Shop
X Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, mask, lab coat

\*A uniform is required for this position.