

ABC Pediatrics
Medical Assistant Roles and Responsibilities

Medical Assistant 1:

Patient Care:

- Screens patients upon arrival to appointment-assess for “SICK” status
- Has patient get undressed appropriately (infant, child)
- If new patient, locates old records from filing
- Reviews immunization records, if no records ascertains that records have been requested or accessed through Registry (checks with parent and/or front desk)
- Obtains appropriate vital signs for each visit
- Obtains appropriate history
- Documents and charts, height, weight, and BMI (for all PE and Med checks)
- If patient has a school form, sports form or pre-op form, will start filling this form out
- Prepares patient for visit (gives gown, advises parent to undress child)
- Prepares room for visit
- Assists with room cleaning at end of day
- Ascertains that rooms are adequately stocked at the end of the day (paper work, immunization information, t-shirts, gowns, towels, ear speculae, etc.)
- Lead letters: Sends out lead results from patient visits when appropriate
- Files Newborn Screens (PKU)-has provider review and sign them, scan into patient chart and record

Medical Assistant 2:

- Performs MA (Patient Care) #1 duties with addition of following:
- Under supervision by RN, NP or MD: may give vaccinations, obtain hemoglobins, lead screens, throat culture, perform urinalysis, throat culture, or urine culture
- Does not administer allergy shots, depo, testosterone, etc (these require medical assessment)

Medical Assistant 3:

- Performs MA (Patient Care) #1 duties with addition of following:
- Under supervision by RN, NP or MD: may give vaccinations, obtain hemoglobins, lead screens, throat culture, perform urinalysis, throat culture, or urine culture
- Does not administer allergy shots, depo, testosterone, etc (these require medical assessment)
- Back up support for Front Desk