

DOCTOR'S OFFICES & EXPRESS CARE CLINICS

FRONT OFFICE: check-in patients, ask reason for visit, collect insurance cards, verify insurance, and schedule appointments.

CLINICAL: Greet the patient and take them to the exam room. Ask their reason for their visit and document the information to the Electronic Health Record (EHR). Perform blood pressure, obtain height, weight, pulse, respirations, and heart rate. Verify medication and pharmacy using an electronic health record. Obtain an EKG. Test patients for illnesses such as: strep throat, influenza A & B. Give injections such as an annual flu shot, pneumonia shot, etc.

ADDITIONAL RESPONSIBILITIES: Perform venipuncture (drawing blood), giving injections, assist the provider during office procedures such as suturing and annual wellness exams.

MEDICAL ASSISTANT

SCHOOLS

IN SCHOOL CLINIC:

- Collect patient physicals to keep track of immunizations
- Administer medication
- Assist students when sick
- Contact parents regarding an illness.

HOSPITALS*

UNITYPOINT HEALTH CMA ROLE IN HOSPITALS:

- Work with the registered nurse (RN)
- Greet newly admitted patients to their hospital room.
- Obtain vital signs (i.e, blood pressure, height, weight, pulse, respirations)
- Assist with medication reconciliation
- Educate patients on health condition
- Assist with the discharge process.

**The role of a CMA in a hospital setting may vary depending on the organization.*

LABORATORY

Medical assistants can work in laboratories where they draw blood from a patient, and then process the blood for the test ordered. Additional certification such as a phlebotomy certificate may be required.



Methodist College
UnityPoint Health

www.methodistcol.edu/medical-assistant