

**Pace University
Certified Medical Assistant
University Health Care**

Basic Function:

The Certified Medical Assistant (CMA) is an unlicensed multi-skilled health professional (MSHP) who works interdependently with the Advanced Practice Nurse (APN) and the administrative staff of University Health Care (UHC) in the provision of quality health care to members of the Pace community and partnering community agencies. The CMA is educated and trained to perform both administrative and clinical tasks in the UHC. The CMA is not permitted by New York State to perform any duties that fall within the scope of practice of medicine or nursing. No tasks that involve assessment, evaluation, clinical judgment and problem solving may be performed. Also, tasks such as preparing or administering medications or immunizations cannot be performed.

Essential Duties and Responsibilities:

The Certified Medical Assistant may perform the following duties:

Administrative:

1. Front desk reception.
2. Answering phones and scheduling appointments.
3. Greet patients, completion of registration forms, and give instructions.
4. Filing and maintaining medical records.
5. Filing and maintaining financial records.
6. Preparing and typing correspondence.
7. Processing, coding, and completing insurance claim forms.
8. Processing mail.
9. Ordering and maintaining supplies and equipment.
10. Performing computer skills in patient billing, transcription, scheduling, insurance claims, accounts receivable, and data base entry.
11. Performing accounting, billing, and banking procedures.
12. Arranging for outside referrals for the APN.
13. Calling prescriptions to the pharmacy for the APN.
14. Communication skills using appropriate medical terminology.
15. Following appropriate legal and ethical professional conduct.
16. Other duties as assigned.

Clinical

17. Measuring and recording vital signs.
18. Recording patient interview, history and chief complaint.
19. Providing patient education with regards to office policies, medications, management of diseases, home treatments and special diets.
20. Preparing patients for examinations and performing routine screening tests (eye exam, hearing test).
21. Assisting the APN with exams.
22. Phlebotomy and collection of other lab specimens.

23. Performing basic lab tests (fingersticks, pregnancy tests, urine dipsticks, rapid tests, peak flow meter, stool guiac).
24. Using CPR and First Aid skills when required.
25. Ordering, maintaining and stocking medications, medical and lab supplies.
26. Disposing of biohazard waste according to OSHA standards.
27. Practicing OSHA safety standards.
28. Performing accurate, legal, and ethical documentation at all times.
29. Participating in UHC QI/QA activities.
30. Other tasks as assigned.

Supervision Exercised:

The CMA may oversee student workers in the absence of administrative staff.

Collaboration/Contacts:

As deemed necessary by UHC.

Position Qualifications:

1. A Medical Assistant associate degree from a CAAHEP-accredited college is preferred. Graduates of a certificate program will also be considered.
2. Current CMA national certification.
3. 1-2 years relevant clinical experience.
4. Current CPR/BLS certification and First Aid.
5. Current Infection Control/ Blood-Borne Pathogen certificate.

To apply please visit:

<https://careers.pace.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1251171635003>