



University System of Maryland Job Class Specification

TITLE: MEDICAL ASSISTANT
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: 31-9092

JOB CODE: N05MDU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: MED

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under direct supervision, assists medical personnel with the clinical and clerical responsibilities of patient care.

PRIMARY DUTIES

1. Elicits and documents patient's chief complaint.
2. Prepares patient and assists with examination.
3. Performs routine office testing such as blood pressure, vision, hearing, urinalysis, electrocardiogram, rapid strep screen, dextrostix, and spun hematocrit.
4. Assists with minor surgical and other procedures such as sigmoidoscopy, colposcopy, liquid nitrogen therapy and pelvic examination.
5. Prepares and administers medications including injections as directed. Keeps records of medication given.
6. Assists with clarification of patient instructions on diagnostic test preparation and medication administration.
7. Draws blood, collects and processes laboratory specimens, and records results.
8. Prepares and maintains examination and treatment areas including necessary supplies. Sterilizes instruments and equipment.
9. Performs clerical duties such as answering phones, greeting and directing clients, scheduling and monitoring appointments, obtaining and processing information.

Note: The intent of this list of primary duties is to provide a

N05MDU - SYSTEMWIDE - MEDICAL ASSISTANT

Page 2

representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED and successful completion of an accredited program for Medical Assistants.

EXPERIENCE:

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of the principles of aseptic techniques and infection control including blood and body fluid precautions. General knowledge, skill and ability to administer medications, assist with treatments, and operate medical equipment. General knowledge of and ability to meet the requirements for compliance with confidentiality of records and communications regarding clients. Skill and ability to use aseptic and sterile techniques; to interact with the public, health care providers, agencies and facilities. Ability to perform extensive standing and walking; to communicate effectively both orally and in writing; to operate standard office equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Employees in this job class may be subject to pre-employment and random drug testing.