

## Job Title

Medical Assistant

## Location

Carrollton: 1445 Mac Arthur Dr Ste 122, Carrollton, TX 75007

Phone: (972) 245 - 1200 || Fax: (972) 245 - 9140

Email: [jobs@vcareclinics.org](mailto:jobs@vcareclinics.org)

Web: [www.vcareclinics.org](http://www.vcareclinics.org)

## Job Summary

- Assist physicians, nurses, and other medical staff by performing administrative and clinical duties, such as preparing treatment rooms for patient exams, recording patient medical history, and cleaning and sterilizing medical equipment.

## General Accountabilities

- Prepares treatment rooms for patient examinations.
- Cleans treatment rooms following patient examinations.
- Interviews patients to obtain their medical history.
- Records patient medical history, vital statistics, and test results in patient medical files.
- Performs routine screening tests, such as height and weight measurements and blood pressure checks.
- Draws blood, removes sutures, changes dressings.
- Purchases and maintains supplies and equipment.
- Cleans and sterilizes medical equipment and instruments.
- Properly disposes of contaminated supplies.
- Assists physicians during examination by handing over instruments and materials.
- Performs other related duties as assigned or requested.

\* The company reserves the right to add or change duties at any time.

## Job Qualifications

- Education: Associate's Degree required; Bachelor's Degree preferred.
- Experience: 2 years; combined education/experience as substitute for minimum experience.
- Certifications and Licenses: CPR and first aid certification required; certification as a medical assistant (CMA) preferred.

## Skills

- Communicate with others to gather information

- Ability to maintain records
- Attention to detail
- Knowledge in the fields of medicine, anatomy and physiology