



## **Position: Medical Assistant**

### **Basic Qualifications:**

- Medical Assistant Certification required
- Good knowledge of medical terminology
- Good knowledge of medical office and billing procedures.
- Associate's Degree from an accredited college or community college
- Knowledge of modern medical office procedures, practices and equipment
- Knowledge of medical terminology
- Knowledge of medical billing procedures
- Excellent written and verbal communication skills
- Must be able to communicate with patients, doctors and nurses efficiently and effectively
- Knowledge of basic office equipment
- Valid driver's license and reliable transportation

### **Responsibilities:**

Interview patients to obtain medical information and measure their vital signs, weight, and height.

Record patients' medical history, vital statistics and information such as test results in medical records.

Prepare and administer medications as directed by a physician.

Change dressings on wounds.

Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.

X-ray, electrocardiogram (EKG), and other equipment to administer routine diagnostic tests.

Clean and sterilize instruments and dispose of contaminated supplies.

Schedule appointments for patients.

Perform general office duties such as answering telephones, taking dictation and completing insurance forms.

Contact medical facilities or departments to schedule patients for tests and/or admission.

Inventory and order medical, lab, and office supplies and equipment.

Explain treatment procedures, medications, diets and physicians' instructions to patients.

Other Responsibilities: Prepares the patient's medical record for walk-in and scheduled appointments.  
Greets patients and answers inquiries either by telephone or over the counter.

**Please email or mail cover letter and resume to:**

Email: [TLCHDresumes@co.lucas.oh.us](mailto:TLCHDresumes@co.lucas.oh.us)

Toledo-Lucas County Health Department  
Attn: Khayla Trego

635 N. Erie  
Toledo, Ohio 43604

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