



Job Description –Medical Assistant

Position Summary:

The Medical Assistant supports the delivery of primary care services in the family practice clinic setting, performing work as required and functioning as an effective member of the interdisciplinary team. This position acts as the initial medical contact between patients and physicians.

Immediate Supervisor:

- Manager of Medical Services.
- Works under supervision of the Physician for medical tasks.

Duties and Responsibilities:

- Coordinate patient care through the clinic – waiting room, exam room, treatment room, laboratory.
- Manage and maintain patient electronic records with appropriate information at each visit.
- Measure and record vital signs (e.g. blood pressure, heart rate, oxygen saturation, height and weight, waist circumference, etc.) and record chief complaint in electronic medical record.
- Share information gathered from patients with appropriate team members to assist in more comprehensive care of the patient.
- Schedule patients for tests, specialists, or follow up appointments.
- Provide basic medical support and education to patients as directed by the physician.
- Clean and sterilize materials and instruments as required.
- Prepare medical examination rooms.
- Select, set up, and maintain medical supplies and equipment for all examinations and procedures.
- Complete medical tasks and procedures as trained and delegated by the physician.
- Field and place telephone calls as required by health care team.
- Follow established policies and procedures.



- Participate in team and staff meetings.
- Participate in staff development programs.
- Complete all necessary training in a timely manner as required by the employer.
- Ensure proper use of personal protective equipment (PPE).
- Other duties as assigned.

Education, Experience and Qualifications:

- Health Care Office Assistant program or equivalent.
- Valid CPR / AED/ First Aid certification is required.
- Practical nursing and/or experience in family physician office are considered assets.
- A self-motivated, highly organized individual with excellent communication and interpersonal skills for meeting with the public.
- Flexibility with scheduling, both in advance and/or on short notice.
- Ability to multi-task in busy, fast-paced environment.
- Detail oriented with excellent problem-solving skills.
- Confident, personable, and professional.
- Experience with electronic medical records, especially PS Suite considered an asset.
- Proficiency with Microsoft 365 and office equipment is an asset.
- Patient confidentiality is of utmost importance.

Working Conditions:

- Indoors, environmentally controlled.
- Close proximity to co-workers and patients.
- Collaboration with Medical office team.
- Standing for prolonged periods.
- Making repetitive motions.
- High patient interaction.
- Exposure to bodily fluids.

Directly Supervises:

- N/A