

1	A person who works as a medical assistant takes care	11
2	of the routine tasks that keep the office or clinic of a	22
3	doctor running smoothly. These duties will differ from	33
4	office to office, of course, depending on the location and	45
5	size of the office. In a small practice, an assistant will	57
6	serve as a generalist, which means that he or she will take	69
7	charge of both the administrative and clinical duties and	81
8	may report directly to the doctor or to an office manager.	93
9	Medical assistants perform many administrative jobs.	103
10	They may answer the phone, greet patients, update and file	115
11	patient medical records, fill out insurance forms, handle	127
12	the mail, take care of all appointments, arrange for any	138
13	hospital admissions and lab services, and handle all of the	150
14	billing and bookkeeping. They may also buy and maintain	162
15	supplies and equipment and keep the waiting and examining	173
16	rooms neat and clean.	178
17	Clinical duties will vary according to state laws and	189
18	may include taking medical histories and recording vital	200
19	signs, explaining the treatment to the patients, preparing	212
20	them for the exam, and helping the doctor during the exam.	224
21	They may also collect and prepare lab specimens and perform	237
22	basic lab tests, dispose of used supplies, and sterilize	247
23	medical instruments. They will also talk to patients about	259
24	their medication and special diets, prepare and give the	270
25	medicine as directed by a doctor, authorize drug refills as	282
26	directed, phone in the prescriptions to a drugstore, draw	294
27	blood, and change dressings.	300
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