UNIVERSITY OF SOUTHERN CALIFORNIA

Medical Assistant
Job Code: 187505

Grade: HC
OT Eligible: Yes
Comp Approval: 4/26/1995

JOB SUMMARY:
Provides assistance to practitioners in delivering health care services including routine, emergency, and specialty encounters. Serves as a member of the health care delivery team assisting in promoting physical and emotional comfort for the patient.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: ☐ No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Specialized/Technical Training

**Minimum Experience:**
- 1 Year
  - Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Certificate of completion from medical assistant program. Experience in medical office management, medical secretarial and medical assistance.

**Preferred Education:**
- Related Undergraduate Study

**Skills: Administrative:**
- Answer telephones
- Assemble and organize numerical data
- Balance figures
- Clinical documentation
- Compute totals
- Draft routine correspondence
- Gather data
- Maintain filing systems
- Prioritize different projects
- Read handwritten text
- Schedule appointments
- Understand and apply policies and procedures

**Skills: Machine:**
- Calculator
- Computer Network (Department or School)
- Fax

**Supervises: Level:**
- May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ____________________________  Date: ____________________________

Supervisor: ____________________________  Date: ____________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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