

Medical assistants will work alongside the providers at Keady Family Practice to assist in day-to-day patient care duties.

Medical assistants are cross-trained to perform administrative and clinical duties.

Administrative Duties (may include, but not limited to):

- Check messages
- Using computer applications
- Answering telephones
- Greeting patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and bookkeeping
- Cross trained in front desk duties such as checking patients in and out
- Answering phones.
- Patient Check in.
- Scheduling.

Clinical Duties (may include, but not limited to):

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the providers during exams
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a provider
- Authorizing prescription refills as directed
- Drawing blood
- Taking electrocardiograms and pulmonary function tests
- Removing sutures and changing dressings
- Administering injections and immunizations