



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MEDICAL ASSISTANT

Job Number: 21001750

Job Code: 43460V230916

Job Group: 4300 - NURSING

Job Established: 04/16/2017

Job Revised: 09/16/2023

Grade: 10 Salary (MIN - MID):

\$15,438-\$23,157 - Hourly

\$2,508.68-\$3,763.02 - 37.5 Hr. Monthly Salary

\$2,675.92-\$4,013.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$19.752 - Hourly

\$3,209.70 - 37.5 Hr. Monthly Salary

\$3,423.68 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides routine clinical and administrative services in the delivery of patient care such as, taking body measurements and vital signs, performing basic laboratory tests, and updating and filing of patients medical records; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess current certification as a Certified Medical Assistant (CMA) issued by American Association of Medical Assistants (AAMA), National Healthcare Association (NHA), National Association of Health Professionals (NAHP), National Center for Competency Testing (NCCT), OR possess current registration as a Registered Medical Assistant (RMA) issued by American Registry of Medical Assistants (ARMA). Must maintain any required licensure (s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains

required licensure(s), certification(s) or other credentials. Employing agency is responsible for ensuring compliance with state and federal child labor laws for this job class specification, including, but not limited to, minimum age restrictions, machinery restrictions, and prohibited job tasks.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs routine clinical tasks and procedures, assists physicians with patient examinations such as taking body measurements and vital signs, performs basic laboratory tests, prepares and administers medications as directed by a physician, and collects and prepares laboratory specimens. Prepares patients for examination and assists physician with patient examinations. Performs patient screenings with the use of established protocols. Provides instruction for health maintenance and disease prevention with proper documentation. Recognizes and responds to verbal and non-verbal communication. Maintains medication records and obtains and records patient history. Instructs patients about medication and special diets. Participates in continuing education programs to maintain knowledge of medical law and ethics (including HIPAA and OSHA). Uses computer applications to perform administrative duties. Updates and files patient's medical records. Schedules appointments and arranges for hospital admissions and laboratory services. Records billing information of services and responds to insurance and other third-party inquiries.

UNIQUE PHYSICAL REQUIREMENTS:

Standing for long periods of time is required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Patient care environment which may require the following of safety procedures.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.