

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

**MEDICAL ASSISTANT
CLASSIFICATION SERIES**

I. DEFINITION

MEDICAL ASSISTANT 1

This is entry level technical work involving a combination of nursing care, laboratory and clerical duties at a medical clinic. Positions allocated to this level perform a limited variety of routine clerical and patient care services along with routine laboratory tests where easily identifiable results are obtained and instructions are well defined. Work at this level is performed under close supervision of professional medical personnel and is designed to develop proficiency and expertise in the practices and procedures of assisting medical professionals. Positions in this class are distinguished from the clerical, laboratory technician and nursing assistant classes by the absence of a majority of the work being performed in any one of these areas.

Examples of Work Performed:

- Escorts patients to examining rooms and takes and charts vital signs, such as temperature, pulse, blood pressure and general condition.
- Assists physicians with examinations, treatments and surgical procedures by positioning the patient, preparing the instruments to be used, cleaning the wound area, handing instruments to the physician as needed, and bandaging the wound.
- Instructs and demonstrates therapeutic techniques to patients, such as motion exercises and basic ambulatory techniques.
- Measures, administers, and records selected injections, such as immunizations, TB skin tests and antibiotics, and watches for reactions.
- Prepares examination rooms and instruments for examinations and minor procedures.
- Performs basic laboratory procedures, such as urinalysis, blood counts, sedimentation rate, hemoglobin and plating cultures.
- Screens laboratory test results for abnormal and normal values.
- Sterilizes equipment.
- Sets up and reviews patient medical records for completeness and accuracy.
- Performs routine office procedures, such as pulling patients' files, purging medical records, scheduling appointments and answering phone calls.
- Assists in ordering and maintaining supplies.

MEDICAL ASSISTANT 2

This is responsible technical work involving a combination of nursing care, laboratory and clerical duties at a medical clinic. Positions allocated to this level function at the full performance level with responsibility for performing clerical and patient care services along with laboratory tests where identifiable results are obtained and instructions are well defined. Work is performed under limited supervision of professional medical personnel. Positions in this class are distinguished from the clerical, laboratory technician, and nursing assistant classes by the absence of a majority of the work being performed in any one of these areas.

Examples of Work Performed:

Performs all of the functions identified at the Medical Assistant 1 level and, in addition:

- Performs screening procedures, such as electrocardiograms, vision and hearing tests, and lung capacities.
- Provides first aid in emergency situations.
- Provides advanced patient education on such things as basic food groups, menu pans, and effects and side effects of common medications.
- Explains and instructs patients and family members on the preparation for actual examination procedures, tests and treatments.
- Makes more accurate observations on patient's physical and mental conditions.
- Identifies community resources available to assist in resolving patient's problems and communicates them to the patient.
- Orders and maintains inventory of laboratory, medical and office supplies.
- Determines the appropriate vendor and insures that supplies and services are correct.
- May clean, adjust, calibrate and perform basic maintenance on equipment, such as otoscopes, ophthalmoscopes, electrocardiographs and colorimeters to insure its proper functioning.
- Performs office procedures such as keeping financial records, and making credit arrangements for patients.
- May assist in the training and review the work of entry level medical assistants.

II. QUALIFICATIONS

The qualifications required for these classification levels will be determined on a position-by-position basis at the time of recruitment. Such determinations will be made based on an analysis of the objectives and tasks performed and by an identification of the education, training, work or other life experience which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

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