

Medical assistant job description

Updated October 17, 2026. Written and reviewed by the HRTally Research Team. Replace everything in [brackets].

Details

- Department: [Department]
- Reports to: [Manager title]
- Location: [City, State, or remote]
- Employment type: [Full-time, part-time, or seasonal]
- FLSA status: Nonexempt
- Pay range: [\$X to \$Y per hour]

About [Company]

[Two or three sentences about what your company does, who it serves, and why people like working here.]

Job summary

We're looking for a medical assistant to support our providers with patient intake, vital signs, basic clinical procedures, and accurate charting, so every visit starts on time and patients feel cared for.

What you'll do

- Room patients, take vital signs, and record chief complaints and medical histories in the electronic health record.
- Prepare exam rooms and set up instruments, supplies, and equipment before each visit.
- Assist providers during exams and minor procedures.
- Perform delegated clinical tasks allowed by state law and practice policy, such as injections, phlebotomy, EKGs, and point-of-care tests.
- Collect, label, and process lab specimens and track results.
- Give patients clear pre-visit and after-visit instructions as directed by the provider.
- Process prescription refill requests and prior authorizations under provider supervision.
- Follow infection control, OSHA bloodborne pathogens, and HIPAA privacy procedures.
- Help with scheduling, check-in, and phone triage when the front desk is busy.

What you'll need

- High school diploma or equivalent and completion of an accredited medical assisting program, or equivalent on-the-job training.
- Current Basic Life Support (BLS) certification, or willingness to obtain it within 30 days.

- Working knowledge of medical terminology and common clinical procedures.
- Ability to use an electronic health record system accurately.

Nice to have

- Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA) credential.
- One year of experience in an outpatient or specialty clinic.
- Phlebotomy experience.
- Bilingual in English and Spanish or another language common among our patients.

Skills

Clear, calm communication with patients, Accurate charting, Vital signs and specimen collection, Infection control, Multitasking across several providers, Discretion with private health information.

Physical demands and work environment

Clinic setting. Requires standing and walking for most of the shift, lifting up to 25 pounds, assisting patients with mobility, and exposure to bloodborne pathogens with protective equipment provided.

Pay and benefits

[\$X to \$Y per hour], based on experience and location. [List benefits, such as health insurance, retirement plan match, paid time off, and training.]

Equal opportunity

[Company] is an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by law. If you need a reasonable accommodation to apply or interview, contact [name] at [email or phone].

Hiring notes for HR and the hiring manager

Pay data

- Median hourly wage: \$21.97 (BLS OEWS, May 2025, SOC 31-9092, Medical assistants).
- Median annual equivalent: \$45,700 (hourly median x 2,080 hours).
- Mean annual wage: \$46,120.
- Check state and metro data at bls.gov/oes before setting your range, and include the range in postings where the law requires it.

Exempt status and legal notes

FLSA status: Nonexempt (overtime eligible). Duties and pay decide overtime eligibility, not the job title.

Medical assistants are almost always nonexempt hourly employees. What they're allowed to do clinically depends on state law: some states restrict injections, medication administration, or certain lab work, and some require specific training or certification for those tasks. Confirm your state's scope of practice before you list procedures. Clinics are covered by OSHA's Bloodborne Pathogens Standard, which requires training, protective equipment, and an offer of the hepatitis B vaccine for exposed employees.

How to customize it

- List the exact procedures this role performs. Applicants filter themselves by it.
- Say how many providers the assistant supports, since that sets the pace.
- If you pay more for certification, say so. It attracts credentialed applicants.
- Name the EHR system. Experience with it shortens training.

Interview questions

1. Walk me through how you room a patient when the provider is already running 20 minutes behind.
2. Which clinical procedures are you trained and comfortable performing?
3. Tell me about a time you noticed something in a patient's vitals or history that the provider needed to know right away.
4. How do you protect patient privacy at a busy front counter?

Before you post

- Separate required from preferred. Required means you won't hire without it. Everything else is preferred. Long required lists screen out qualified people.
- Describe physical demands and environment. Lifting, standing, shifts, travel, noise, temperature. This sets honest expectations and supports an ADA essential functions record.

- State the pay range. Required in a growing list of states and cities, and expected by candidates everywhere else.
- Say exempt or nonexempt. Decide based on duties and salary before you post, and keep the classification consistent with how you pay.
- Name required licenses and checks. Licenses, certifications, background checks, drug tests, and driving record reviews, with the timing of each.
- Add the accommodation and EEO statement. Tell candidates how to request a reasonable accommodation, and include your equal opportunity statement.

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