



POSITION NUMBER: 4735

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Medical Assistant
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: High school diploma or equivalent and two years healthcare experience in a clinic or hospital setting or completion of a medical assistant training program.

ESSENTIAL FUNCTIONS: Assists patients to exam rooms and takes patient vital signs; cleans and restocks exam rooms; cleans and sterilizes instruments; assists the physician with special procedures and exams; administers injections as needed; performs EKGs on patients; escorts patients to Radiology and Lab when necessary; picks up and drops off lab samples, test results, and x-rays as needed; assists with locating, maintaining and filing patient charts; answers telephone, takes messages, and transfers calls; schedules appointments with other physician offices; schedules tests and procedures with physicians and/or hospitals; prepares lab and x-ray requisitions; obtains test results; performs various medical procedures to include urinalysis and finger sticks; prepares patient referral forms; cleans and stocks medicine and supply rooms; maintains clean and orderly work area; may assist patients to and from exam tables, wheelchairs, and/or automobiles; maintains inventory of supplies; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: OB-GYN
USA Children's & Women's

OPEN AS OF: June 5, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER