



POSITION NUMBER: 7961

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

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**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 call; 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 faxes 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](mailto:jobscampus@usouthal.edu)

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

**OPEN AS OF:** June 27, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER