

## Medical Assistant

### Announcement Details

---

#### Exam Announcement Details

<b>Exam Title</b>	Medical Assistant
<b>Exam Number</b>	4B02-20111226-OC-00
<b>Salary</b>	\$33,489 - \$36,542 per year
<b>Competition</b>	Open-Competitive
<b>Department</b>	
<b>Announcement Date</b>	12/26/2011
<b>Close Date</b>	01/06/2012
<b>General Definition</b>	This is general patient care support work in a municipal health facility. An employee in this class implements or assists in implementing physician's orders and performs technical services and procedures necessary to provide comprehensive health care services to adult and pediatric patients. Work assignments include operating specialized medical equipment, contact with patients, organizing supplies and equipment, and cleaning of equipment and patient care areas. Work is performed under the supervision of a nursing superior.
<b>Union Code</b>	M. AFSCME D.C.33
<b>FLSA Code</b>	Non-Exempt

#### Minimum Requirements

<b>Minimum Training, Education &amp; Experience</b>	<p>The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Candidates must meet requirements within 30 days after the last date for filing applications.</p> <ol style="list-style-type: none"> <li>1. EDUCATION: Education equivalent to the completion of the twelfth school grade; AND</li> <li>2. EXPERIENCE: Completion of didactic work and graduation from an accredited Medical Assistant Training program; AND</li> <li>3. SPECIFIC EXPERIENCE: One year of varied clinical experience in a comprehensive medical care program which has involved direct patient care which may have included such patient care activities as taking vital signs, performing venipuncture, obtaining specimens, performing laboratory tests, and operating diagnostic equipment.</li> </ol>
<b>Physical &amp; Medical Requirements</b>	Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.
<b>Required Licenses &amp; Certifications</b>	<p>Certification in ONE of the following:  Registered Medical Assistant (RMA) from American Medical Technology;  OR  Certified Medical Assistant (CMA) from American Association of Medical Assistants;  OR  National Certified Medical Assistant (NCMA) from the National Center for Competency Testing;  OR  Certification from a Medical Assistant training program accredited by one of the two major accreditation bodies for medical assistant certification: the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accrediting Bureau of Health Education Schools (ABHES).  AND</p>

CPR certification for medical and professional staff.

NOTE: The CPR certification must be maintained every two years and the Medical Assistant certification must be maintained yearly during tenure of employment with the Health Department.

### Other Requirements

#### LICENSES, REGISTRATIONS AND CERTIFICATION REQUIREMENTS

Candidates MUST submit a copy of their license, registration or certification indicating successful completion.

Option 1 – Upload a paperless certification – One time only!

Candidates may upload licenses, registrations or certifications into their account, and attach the license, registration or certification with this application. Once uploaded, it may be attached to all future applications. You will not have to submit another license, registration or certification when you submit applications in the future. Attaching your license, registration or certification will save you time and money if you apply for an examination in the future, and you will be assured that your license, registration or certification cannot be misplaced.

Option 2 – Submit a paper license, registration or certification –

If you submit a paper copy of the license, registration or certification, it will be used for this application only. You will have to submit the license, registration or certification again whenever you apply for an examination in the future. Paper licenses, registrations or certifications will not be retained and will not be returned to applicants.

Mailing address for certifications:

City of Philadelphia  
Office of Human Resources  
1401 J.F. Kennedy Boulevard, Room 1540  
Philadelphia, PA 19102  
Attention: Annette M Coreano

### Equivalency Statement(s)

### Application Details

#### Application Procedures

Starting Salary – New employees will be appointed at the first step in the pay range for this class.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr@phila.gov](mailto:faqpchr@phila.gov). For more information go to: [www.phila.gov/humanrelations](http://www.phila.gov/humanrelations)

As a condition of employment with the City, any person offered employment shall be required to certify that such person either is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the City; or has voluntarily entered into a payment agreement with the City. For so long as the person is employed by the City, the amount of the payment as set forth in the payment agreement (not to exceed, for any pay period, twenty percent (20%) of the person's gross pay for such period, without the person's consent) shall be withheld from each paycheck until such payment agreement is fully satisfied.

Such person shall also be required to certify as a condition of employment that he or she is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the Philadelphia Gas Works (PGW) or has voluntarily entered into a payment agreement with PGW.

Failure to enter into a payment agreement shall result in the cancellation of the appointment and removal from the certification. The name of the eligible candidate will be returned to the eligible list.

Only an on-line application will be accepted for this exam. Paper applications will not be accepted.

Computers are available at the Employment Application Center on the Concourse Level of the Municipal Services Building, 1401 J. F. Kennedy Boulevard in Center City Philadelphia, Monday through Friday, 12:00 PM (Noon) to 4:00 PM, and at your local Philadelphia Free Library branch.

ALL Applications must be received by the end of business on Friday, January 6, 2012.

Your application will be rejected and you will be disqualified from competing in this examination if you:

- 1) Do not provide your complete and accurate social security number.
- 2) Attempt to practice fraud or deception in the preparation of this application

**If you provide an email address, all correspondence regarding this examination will be sent to you by e-mail only.**

Please note: It is your responsibility to notify the Office of Human Resources if you change your contact information. Changes made to your account after an application has been submitted will not be updated on your application. Please call the Office of Human Resources at 215-686-0880 or email [hrhelpdesk@phila.gov](mailto:hrhelpdesk@phila.gov) to have these changes applied to specific applications. Failure to do so may result in notifications not reaching you.

## Notes to Applicants

### ELIGIBLE LIST

OPEN-COMPETITIVE. Only an open competitive eligible list will be established as a result of this examination. Permanent City employees will receive no promotional preference in this examination.

Candidates who pass the exam and are placed on the civil service list will be retained on the list for a minimum of one year and a maximum of two years after the establishment of the Eligible List.

RESIDENCY REQUIREMENT: Philadelphia residency is not required at the time of application. Once hired, employees have six months to move into the City of Philadelphia.

PREFERENCE FOR PHILADELPHIA RESIDENTS: Candidates who have maintained a bona fide residence in Philadelphia for at least one year prior to the date of the civil service examination shall have priority over all other persons receiving an identical test score.

To receive such preference, candidates must respond to the question regarding residence when they appear to take the examination and to the supplemental question regarding residence later in this form.

If candidates are required to appear to compete in an examination, the response on that day will be used to determine eligibility for preference for residents.

If the examination is a training and experience evaluation, the response on this application will be used to determine eligibility for preference for residents.

If an applicant does not respond to the appropriate residence question, it will be assumed that the applicant does not qualify for residence preference. Eligibility for residence preference must be determined by the date of the test administration. No requests for residence preference will be granted after the test administration.

### U.S. VETERAN'S PREFERENCE

Ten points for veteran's preference will be added to the scores of eligible veterans who apply for open competitive tests and pass the examination. You must be honorably discharged from the U.S. armed forces. Attach a DD214, member 4, to your application if you wish your eligibility to be reviewed. Spouses of disabled or deceased veterans may also be considered.

### LEGACY PREFERENCE

The children of Philadelphia Firefighters or Police Officers who were killed or died in the line of duty shall be accorded a preference in open competitive civil service entrance examinations. Candidates who qualify for this preference and who take and pass open competitive civil service examinations shall have ten points added to their final score. The candidate must successfully pass all parts of the examination before points are awarded.

## Projected Exam Date

### PROJECTED EXAMINATION SCHEDULE

#### Training and Experience Evaluation

Applicants will be evaluated and scored based upon their training and experience credentials. Applicants will not be asked to appear to take a scheduled examination.

A Published List of Candidates and/or an Eligible List is planned for the week of February

27, 2012. Please note that this date may change.

An Eligible List may be established simultaneously with the Published List of Candidates (when an immediate need to hire exists) or upon first certification request by the hiring authority.

**Test Review**

In accordance with Civil Service Regulation 9.091D, candidates may review their answer sheets and other test papers to determine if they have been scored correctly or if there has been an irregularity in the administration of the examination. Candidates will have 30 days after the results have been mailed to review their test. Call 215 686-0880 if you wish to schedule a test review.

**Assigned to**

Annette M Coreano

**Parts & Weights****Part**

Training & Experience Evaluation

**Weight**

100%

**Posting Specific Questions**

---

Required fields are indicated with an asterisk (\*).

1. \* The location that you are applying from is:
  - Free Library
  - Recreation Center
  - Home/Work/School/Mobile device
  - Application Center- (Municipal Services Bldg.)
  - Other

**Applicant Documents**

---

**Required Documents****Optional Documents**

1. Resume
2. Transcripts
3. Licenses, Registrations and/or Certificates 1
4. DD-214