

Medical Assistant 2 (9252C), University Health Services -
80660
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=261555>

Downloaded On: Aug. 23, 2025 12:32am

Posted Aug. 22, 2025, set to expire Jun. 30, 2026

Job Title	Medical Assistant 2 (9252C), University Health Services - 80660
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 22, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services
Apply Online Here	https://apptrkr.com/6497054

Apply By Email

Job Description

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Medical Assistant 2 (9252C), University Health Services - 80660

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Occupational Health Clinic. Providing services for UC Berkeley employees. Workers compensation injuries, pre-hire screening, and campus surveillance needs.

Application Review Date

The First Review Date for this job is: 09/03/2025. This job will remain open until filled.

Responsibilities

Clinic Reception - Front Office:

- Greets patients, verifies eligibility, and accurately completes check-in/check out of patients using correct forms.
- Answers telephone and refers to appropriate personnel as required to meet patient needs. Takes clear and accurate messages.
- Answers most patient questions; is able to escalate to Nurse Manager as appropriate.
- Schedules/reschedules patient appointments, using a computerized appointment system (currently Epic EHR).
- Assists with scheduling for patients with needs outside of Occupational Health Clinic (such as physical therapy, jobs abilities exams, etc.)
- Troubleshoots complex scheduling needs.
- Sends No Show letters to patients and to Sedgwick.
- Assists in maintaining smooth clinic operations and optimal patient flow.
- Directs or escorts patients as necessary. Assures that patients leaving the area have appropriate instructions, forms and work status, and pertinent referral information.

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- Processes state forms and documents (such as Doctor's First Report).
- Assist with urgent requests from providers or Urgent Care

Patient Care - provides back up for Back Office MA:

- Rooms patients.
- Utilizes electronic health record accurately to record vital signs (such as temperature, pulse, blood pressure, height, and weight) per unit guidelines. Records allergies and current medications into EHR.
- Documents all findings and alerts clinician of abnormal readings/findings.
- Assists clinicians with examinations and procedures, using sterile techniques if indicated.
- Actively monitors and assists clinician and patient during visit.
- Assists as needed with wound care; fits and applies Durable Medical Equipment (DME) such as ace wraps, splints, slings, and crutches; instructs client in use of same.
- After completion of training course(s), may administer pulmonary function screening testing (spirometry) per the National Institute for Occupational Safety and Health, and may perform screening audiometry as per Occupational Hearing Conservation guidelines.
- After completion of training, completes Visual Screening Exams (e.g. Snellen, Titmus OPTEC 2000, or equivalent, Ishihara plates, depth perception plates).
- After completion of training, perform back up for administering vaccines and TB skin tests, as outlined within the scope of practice and UHS policies.
- Reports, intervenes appropriately and documents unsafe conditions or adverse patient conditions; completes incident reports as per protocol.

Back Office and Administrative Support:

- Obtains signatures on Medical Records Release forms and faxes requests for records.
- Back up for processing charts - referrals, MEW, notes sent to Workers Compensation Insurance provider (Sedgwick).
- Addresses email communications to and from Sedgwick.
- Assists with referrals to specialists, physical therapy, diagnostic testing and imaging, and ergonomic evaluations: includes obtaining authorization from insurance, coordinating appointment scheduling between client and referral, seeking out reports from specialists, scanning information into EHR and alerting clinician if immediate attention is required.
- Organizes and scans in documents, diagnostic studies, letters, medical records, etc., into EHR (such as Epic).

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- Provides quality assurance, reviewing appointments and assuring completion of orders based off of established protocols.

Clinic Maintenance and Supplies:

- Utilizes medical equipment correctly and safely per protocol.
- Informs Nurse Manager and Administrative Assistant when supplies need to be ordered.
- Cleans rooms and MA station as needed per protocol.

Other duties as assigned.

Required Qualifications

Education

- High School Diploma or GED
- Medical Assistant Training Program

Knowledge, Skills and Abilities

- Has a minimum of one year of experience working as a Medical Assistant.
- Minimum 3-6 months of previous clerical experience in a medical setting using a computerized appointment system/electronic health record and multiple phone line systems.
- Excellent customer services skills.
- Excellent verbal and written communication skills.
- Ability to understand and follow written protocols for patient care.
- Must understand and comply with HIPAA, and all regulations regarding the confidentiality of employee medical records.
- Must be literate with computer applications for practice management, medical records and patient tracking.
- Must be able to work as a team member and in a collaborative manner.
- Anticipates interpersonal conflict and intervenes to promote resolution of conflict; deals with conflict on a one-to-one basis, and escalates up the chain of command as needed.
- Attends staff meetings and keeps abreast of current issues when not able to attend. Actively participates in discussion of problem identification and resolution.
- Requests and accepts constructive criticism.

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- Demonstrates responsibility and accountability for own practice.
- Respects rights of others.
- Demonstrates flexibility; accepts assignments willingly or discusses concerns with supervisor/team leader.
- Shares knowledge in a constructive manner.
- Demonstrates knowledge of and applies safety principles as identified by UHS.
- Seeks to improve skills and knowledge and meet job related goals via local, regional and community resources.
- Willingness to complete a spirometry training program approved by the National Institute for Occupational Safety and Health if needed for clinical operations.
- Willingness to complete training and certification as an Occupational Hearing Conservationist if needed for clinical operations.
- Demonstrates punctuality to work and required meetings. Maintains attendance and follows call-in policy as per UHS guidelines.

Preferred Qualifications

- Prior experience utilizing Epic within an ambulatory/outpatient clinic setting.
- Prior experience working in an Occupational Health clinic and/or university healthcare setting.
- Knowledge of California Workers' Compensation claims process and/or familiarity with Sedgwick claims administrator.
- Fluency in Spanish or Chinese language.

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Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted hourly range that the University reasonably expects to pay for this position is Step 1 \$28.90 - Step 6 \$31.91.
- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is governed by the terms and conditions in the agreement for the Patient Care Technical Unit (EX) between the University of California and the American Federation of State, County, and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ex/index.html>.
- Your employment is dependent on obtaining and maintaining a credentialing clearance (if applicable), background clearance and medical clearance according to University Health Service policies.

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Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

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