

# MEDICAL ASSISTANTS

COLLEGE & CAREER PATHWAYS | BIOSCIENCES

## JOB DESCRIPTION

Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They also arrange examining-room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

**ADMINISTRATIVE DUTIES INCLUDE** answering telephones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping.

**CLINICAL DUTIES** vary according to state law and include: taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination.



## WHAT SKILLS & TRAINING ARE NEEDED?

### FOUNDATIONAL SKILLS:

- Medical assistants must be able to put patients at ease and explain physicians' instructions.

**TRAINING:** Medical Assistants usually need a high school diploma or equivalent. Formal training in medical assisting, while generally preferred, is not always required. Some medical assistants are trained on the job, although this practice is less common than in the past. Most employers prefer graduates of formal programs in medical assisting. Such programs are offered in vocational-technical high schools, postsecondary vocational schools, and community and junior colleges.

## HOW DO I KNOW IF THIS IS A GOOD FIT FOR ME?

- You enjoy working with people.
- You like caring for others, especially during difficult times.
- You enjoy following directions.
- You pay attention to detail.

## MEDIAN HOURLY EARNING

**\$14.17**

## WHERE CAN I PURSUE ALIGNED TRAINING?

**DELGADO COMMUNITY COLLEGE**

**NORTHSHORE TECHNICAL COMMUNITY COLLEGE**

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