

MEDICAL ASSISTANT

{ JOB DESCRIPTION }

Perform various duties under the direction of physician in examination and treatment of patients. Prepare treatment room, inventory supplies, and instruments, and set up patient for attention of physician.

{ SKILLS AND APTITUDES NEEDED }

- Interpersonal skills to meet the public such as neat and well-groomed, courteous, pleasant manner, ability to put patients at ease and explain physicians' instructions
- Ability to respect the confidential nature of medical information
- Basic knowledge of mathematics, health, biology, typing, bookkeeping, computers and office skills
- Reasonable level of manual dexterity and visual acuity

Medical assistants answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping. They may take medical histories and record vital signs, explain treatment procedures to patients, prepare patients for examination, and assist the physician during the examination. They collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medication and special diets, prepare and administer medication as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.

{ SOUTH PLAINS }

Avg. Wage
\$7.79

Avg. Annual
Job Openings
28

Employment in
1998 2008
385 561

{ TEXAS }

Avg. Wage
\$9.45

Avg. Annual
Job Openings
1,396

Employment in
1998 2008
18,882 28,172

{ U.S. EMPLOYMENT }

In 1998
252,246

Female **54%**
Minority **23%**

HEALTH SERVICES CAREERS



{ PREFERRED EDUCATION }

- On-the-job training

{ LICENSE / CERTIFICATION }

Optional credentials include:

- Certified Medical Assistant by the American Association of Medical Assistants
- Registered Medical Assistant by the American Medical Technologists
- Podiatric Medical Assistant Certified by the American Society of Podiatric Medical Assistants
- Ophthalmic Medical Assistant (three levels) by the Joint Commission on Allied Health Personnel in Ophthalmology

{ REGIONAL EDUCATION PROVIDERS }

NA

{ JOB SITES }

Offices/Clinics, Doctors	76%
Health Practitioners, NEC	7%
Hospitals	4%

{ FOR MORE INFORMATION }

THE AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS
20 North Wacker Dr., Suite 1575, Chicago, IL 60606-2963
(312) 899-1550, www.aama-ntl.org

AMERICAN SOCIETY OF PODIATRIC MEDICAL ASSISTANTS
2124 S. Austin Blvd., Cicero, IL 60804
(708) 863-6303 or (888) 882-7762 www.aspma.org

JOINT COMMISSION ON ALLIED HEALTH PERSONNEL IN
OPHTHALMOLOGY
2025 Woodlane Drive, St. Paul, MN 55125-2995
(651) 731-2944 or (888) 284-3937 www.jcahpo.org

REGISTERED MEDICAL ASSISTANTS OF AMERICAN MEDICAL
TECHNOLOGISTS
710 Higgins Rd., Park Ridge, IL 60068-5765
(847) 823-5169, www.amtl.com