

MEDICAL ASSISTANT



Is this career right for you?

Do you have...

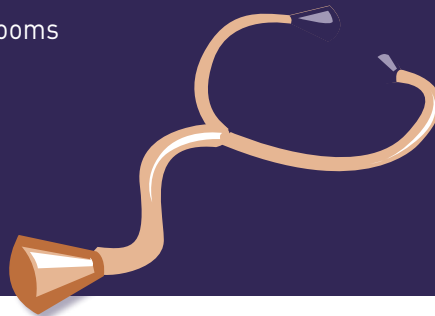
- An ability to put patients at ease
- An ability to explain doctors' instructions
- Respect for private data of patients
- An ability to get along with all kinds of people

MEDICAL ASSISTANT

MEDICAL ASSISTANTS greet patients and conduct intake assessments to determine reason(s) for appointment, obtain vitals (blood pressure, weight, pulse, etc.), and assist physicians with some procedures.

Routine Responsibilities:

- Perform some administrative duties
- Greet patients and conduct patient intakes
- Update and file patient medical records, fill out insurance forms, and handle correspondence
- Schedule appointments and arrange for hospital admissions and laboratory services
- Arrange instruments and equipment in the exam room
- Keep waiting and examining rooms clean and tidy



Salary Range

\$25,000 to \$35,000

Educational Requirements

2-Year Academic Degree

Career Steps

(Where Can I Go From Here?)

Practical Nurse

Health Information Technician

Health Information Administrator

Registered Nurse