

Medical Assistant

Career Profile

Roles & Responsibilities

Medical Assistants promote the smooth operation of a healthcare facility by managing the front office and prepping patients for the doctor. Medical Assistants are responsible for a variety of tasks including scheduling and receiving patients, taking medical histories, giving injections and preparing lab tests. Medical Assistants commonly interact with patients, physicians, nurses, and insurance providers. Employment for this career is expected to grow much faster than average through 2020.

Similar Job Titles

- Clinical Medical Assistant
- Registered Medical Assistant
- Medical Office Assistant
- Medical Technician
- Medical Receptionist

Work Environment

Medical Assistants work in healthcare facilities including private practices, hospitals, clinics, and labs. Most Medical Assistants work full time with varying shifts depending on the hours of the healthcare facility.

Training Requirements

Many employers prefer to hire Medical Assistants with formal training and certifications. Formal training typically includes courses in medical terminology, HIPAA requirements, common medical procedures, and computer applications.



Program at a Glance

SJVC's Medical Assisting programs give you training in the follow areas:

- **Medical Terminology**
- **HIPAA Standards**
- **Injection Administration**
- **Venipuncture (blood draws)**
- **Basic Lab Testing**
- **CPR & First Aid**
- **Medical Office Procedures**
- **Medical Software**

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2012-13 Edition, Medical Assistants, on the Internet at <http://www.bls.gov/ooh/healthcare/medical-assistants.htm> (visited June 12, 2012).