

Medical Assistant

About my job:

I perform administrative and clinical tasks in the offices of physicians, podiatrists, chiropractors and other healthcare organizations. My tasks will vary, depending on the location, specialty and size of the practice.



What I do every day:

- Document patients' medical history, vital statistics and test results or other information
- Prepare and clean treatment rooms for patient examinations
- Talk to patients to obtain medical information; measure their vital signs, height and weight
- Escort patients to examination rooms and prepare them for their exam
- Provide patient with medications as directed by a physician
- Collect blood or other laboratory specimens, and prepare them for testing
- Coordinate prescription information to pharmacies
- Discuss treatment procedures, medications, diets or physicians' instructions to patients
- Coordinate appointment scheduling, pull charts, handle pre-certifications, billing and areas of customer service

What makes my job great?

Job growth:

Between 2012 and 2022, the employment of medical assistants is projected to grow 29 percent according to the Ohio Bureau of Labor Statistics.

Short-term training:

Medical assistants earn a certificate from an accredited program. Programs for medical assisting are offered at community colleges, technical schools, vocational schools and universities. Most programs take about one year to complete and lead to a certificate or diploma. In addition, some community and junior colleges offer 2-year programs that provide an associate degree. All programs have classroom and laboratory portions that include classes in anatomy and medical terminology. Practical experience is gained through clinical externships.

Good pay:

In Ohio, the median salary is approximately \$28,000 per year. (That means that 50 percent of medical assistants earn less and the other 50 percent earn more.)

Benefits:

Most medical assistants work full time with benefits that may include:

- Tuition reimbursement
- Paid vacation
- Healthcare
- Option to work part or full time

How can you become a medical assistant?



Academic/training credentials:

Although certification in medical assisting is not required in order to obtain a job, there are many more job opportunities for those who hold certifications from accredited programs. Be sure to ask schools if they are accredited and if they help with externship placement.

Accrediting agencies include:

- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- American Medical Technologists (AMT)

Work experience/internships:

Valuable work experience is gained during the clinical practicum requirement of a certification program. Employers also value experience in the healthcare field.

Skills and requirements:

- The majority of medical assistants work full time but part-time work may be an option
- Ability to work evenings and weekends
- Must pass a criminal background check
- Professional references are required
- Must pass drug and nicotine screening

Where you can find jobs:

- Online job boards
- Temporary employee services
- Career fairs
- Department of Career Services at colleges
- Networking with family, friends and teachers
- Company websites
- Social media

Potential job titles:

- Certified medical assistant (CMA)
- Medical assistant (MA)
- Medical office assistant
- Registered medical assistant (RMA)

Potential local employers:

- Ambulatory/outpatient clinics
- the Cleveland Clinic
- Cleveland Metropolitan Hospital (METRO)
- Family health centers
- Independent physician practices
- Lake Health System
- University Hospitals



Local educational opportunities

Two-year institutions:

- Lakeland Community College: Associate of Applied Science in Multi-Skilled Health Technology
 - Medical assisting certificate

Contact Lakeland Medical Assisting Department Chair at 440.525.7248.
- Cuyahoga Community College: Associate of Applied Science in Medical Assisting
 - Medical assisting certificate
- University of Akron (Associate degree only)

Four-year institutions:

- Cleveland State University: Bachelor of Science in Health Sciences
- Holden University Center of Lakeland Community College/ Youngstown State University: Bachelor of Science in Applied Science in Allied Health
- Kent State University: Bachelor of Science in Integrated Health Studies (healthcare administration and systems or health services concentration)
- Youngstown State University: Bachelor of Applied Science in Public Health



Ohio College Tech Prep
Building Quality Career Pathways

High School Tech Prep:

- Auburn Career Center: allied health technical program
- Lake Shore Compact: medical assisting program
- Excel TECC: medical technologies program
- Contact your high school guidance office



Coursework per educational entity:

Secondary pathway:
Allied Health and Nursing

Postsecondary program:
Medical Assisting

An Example of Course with Secondary and Postsecondary Credits

Secondary	7 8	English I	Algebra I	Physical Science	Social Studies	Fine Arts	Health Science & Technology		
	9 10	English II	Geometry	Biology	World History	Health (.5) PE (.5)	Principles of Allied Health	World Languages	
	11	English III	Algebra II	Chemistry	U.S. History	Nutrition and Wellness	Medical Terminology	World Languages	
	12	English IV	Trigonometry/ Calculus	Anatomy & Physiology	U.S. Government	Clinical Laboratory Techniques	Patient Centered Care	Mental Health	
Postsecondary	Year 1 1st Semester	English	Introduction to Personal Computers	Medical Terminology					
	Year 1 2nd Semester	Intro to U.S. Healthcare	Structure, Function, Disease and Therapeutics of the Human Body	Pharmacology	Intro to Medical Assisting	Ethics and Legal Issues for Health Professionals	Medical Office Insurance		
	Year 2 1st Semester	Basic Electrocardiography	Clinical Medical Assisting	Medical Office Surgical Procedures	Physician Office Laboratory	Introduction to Psychology			
	Year 2 2nd Semester	Blood Collection Techniques	Medical Assisting Practicum	Medical Assisting Seminar					

High School Career-Technical Education Program Courses

High School Courses for Postsecondary Credit (Including Apprenticeship Hours) and the Corresponding Postsecondary Courses

Visit education.ohio.gov/CareerConnections for reference information. Required Courses

Course titles and sequences will vary between schools. Recommended Electives

10/2014

Ohio Department of Education

Ohio MEANS Jobs

Ohio Board of Regents University System of Ohio

How can I grow my career?

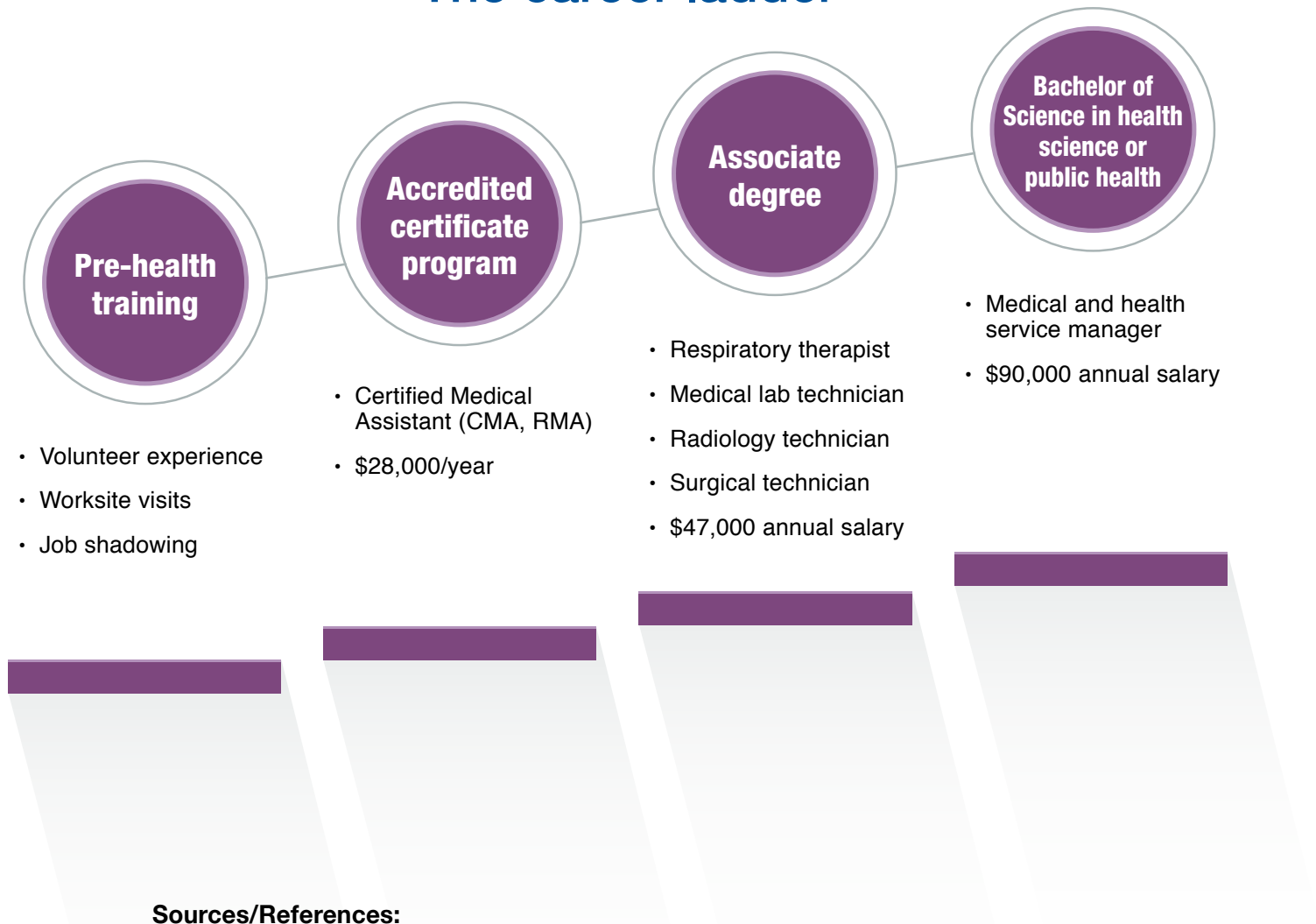


Where could I focus or specialize in my career?

A certificate in medical assisting from an accredited program or an associate degree is necessary to advance your career.

- Medical assistant
- Respiratory therapist
- Radiology technician
- G.I. technician
- Phlebotomist
- Registered nurse

The career ladder



Sources/References:

Ohio Means Jobs, Bureau of Labor Statistics – Occupational Outlook Handbook
 O*Net Online-Summary Report, Ohio Labor Market Information