



# MEDICAL ASSISTANT

How do I know if this is a good fit for me?

## JOB DESCRIPTION

Medical assistants work with patients alongside other medical staff. They collect and perform basic tests, prepare laboratory specimens, dispose contaminated supplies, and sterilize medical instruments. They also arrange medical instruments and equipment, purchase and maintain supplies, and keep waiting and examining rooms neat and clean.

## MEDICAL DUTIES

- Take medical histories and record vital signs
- Explain treatment procedures to patients
- Prepare patients for examination
- Assist the physician during the examination.

## ADMINISTRATIVE DUTIES

Answer phones, greet patients, update and file medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping.

## SOFT SKILLS

- **Social Awareness:** Put patients at ease
- **Verbal Communication:** Explain physicians' instructions and work with other medical staff

## TECHNICAL AND ACADEMIC SKILLS

- Medical assistant-specific skills, including Medical Terminology and Anatomy & Physiology
- Ability to perform medical and administrative duties

You enjoy working with people.

You like caring for others, especially during difficult times.

You enjoy following directions.

You pay attention to detail.

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How much will I be paid per hour?

**\$12.38**

Entry Level

**\$15.20**

Typical

**\$19.57**

Experienced

How do I start training during high school?



HEALTH SCIENCES  
CREDENTIAL & CAREER PATHWAY

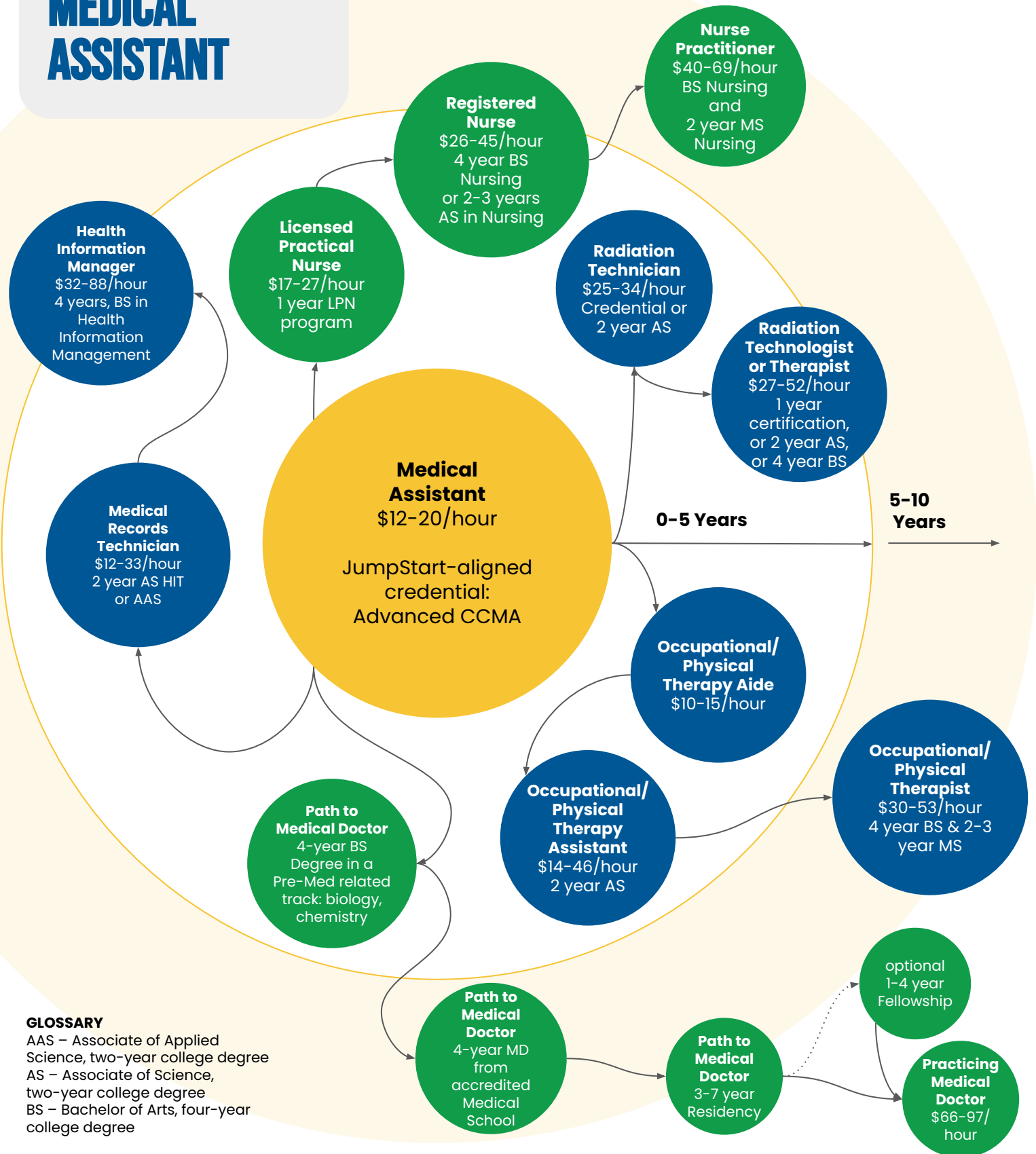
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HEALTH SCIENCES  
CAREER GROWTH

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## GLOSSARY

AAS – Associate of Applied Science, two-year college degree  
 AS – Associate of Science, two-year college degree  
 BS – Bachelor of Arts, four-year college degree