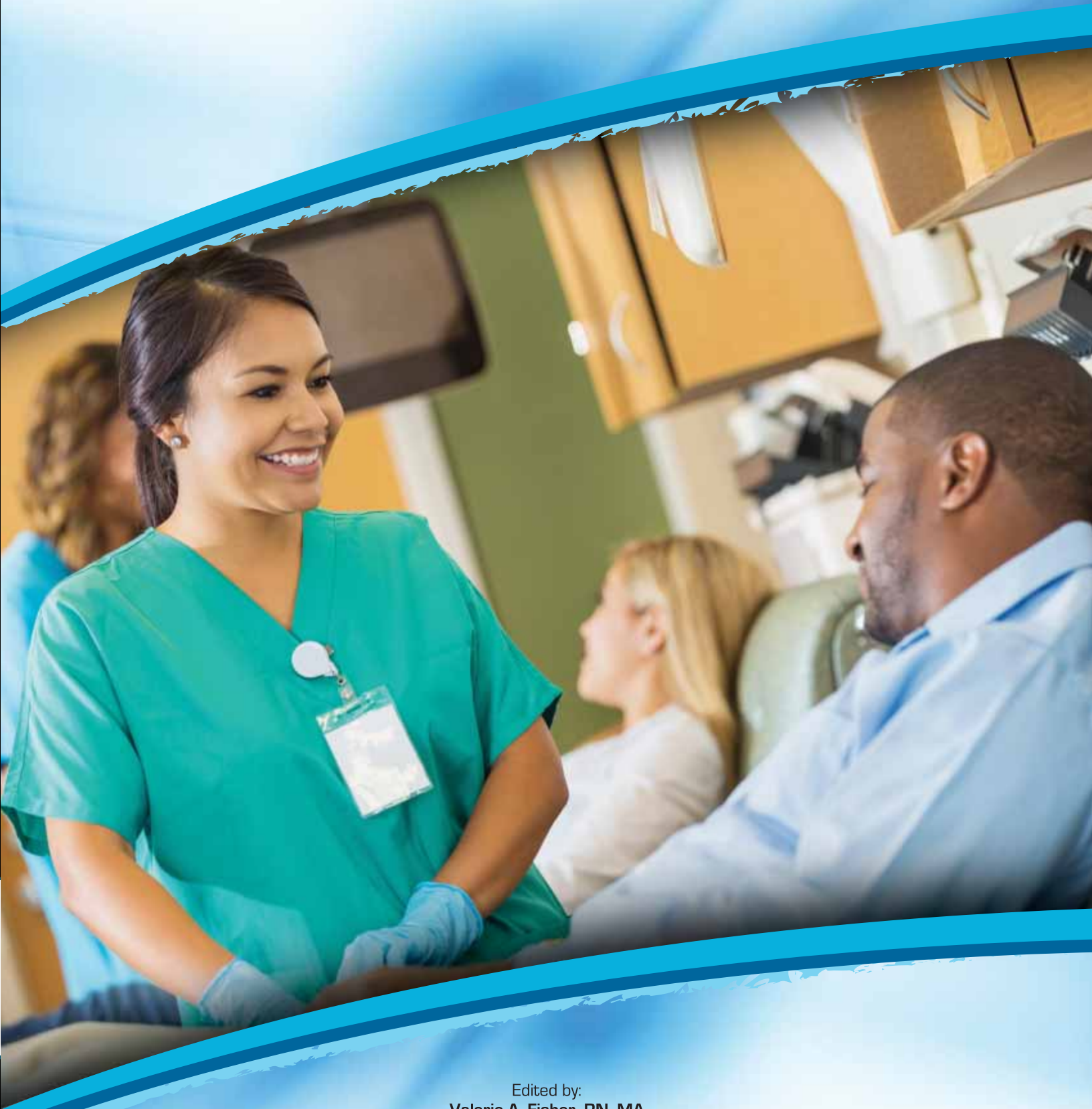


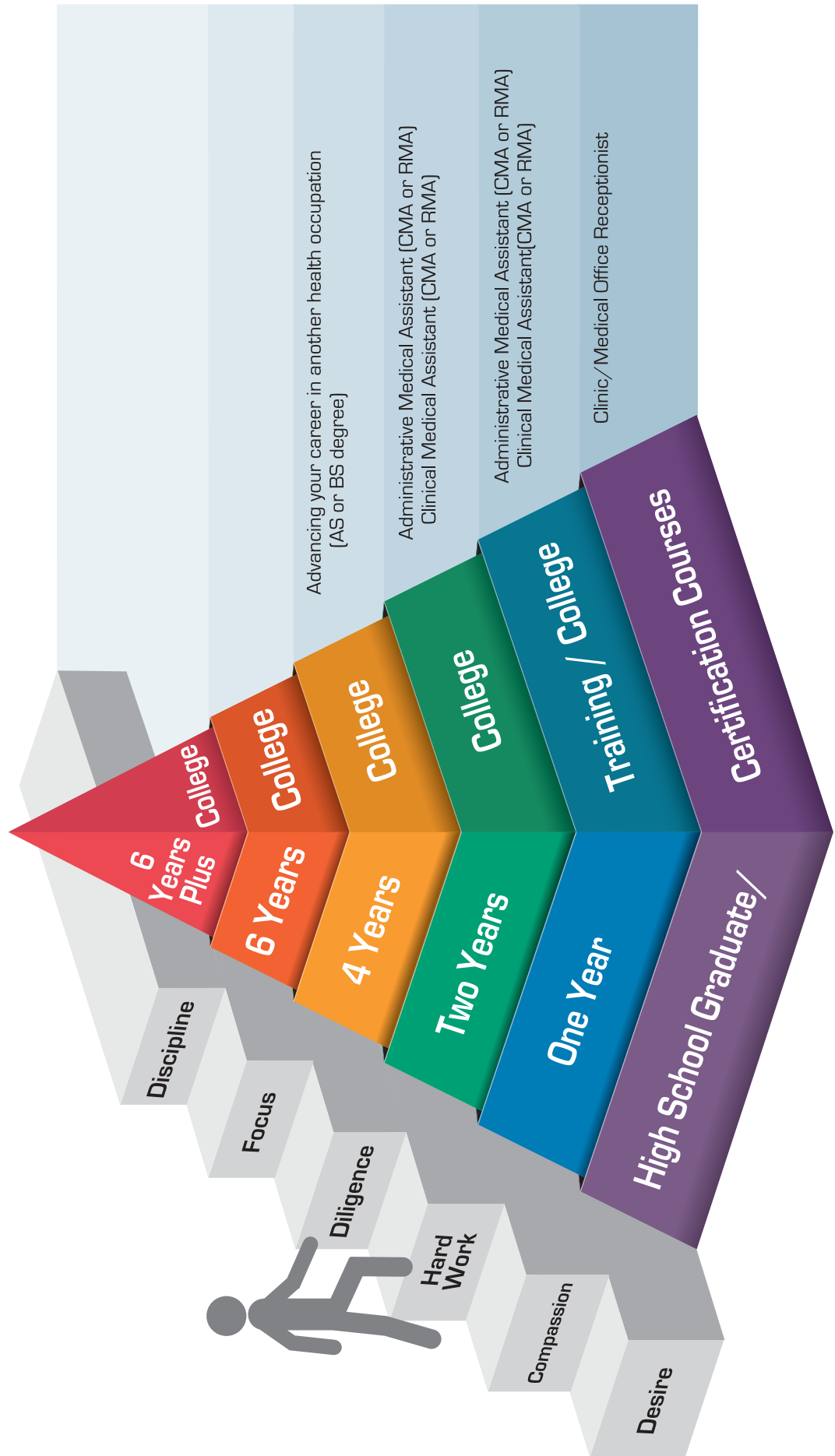
Exploring Health Careers: What Do You Want To Be?



Edited by:
Valerie A. Fisher, RN, MA
Central Region Deputy Sector Navigator
Health Workforce Initiative
www.ca-hwi.org



Medical Assisting Career Pathways



Clinic/Medical Office Receptionist

Job Description: A clinic or medical receptionist is responsible for basic clerical tasks such as answering phones, greeting patients and visitors, and scheduling appointments. Most medical receptionists work in a physician's office, dentist's office, clinics or other medical facility.

Educational Requirements: High school diploma or graduation equivalency degree (GED). Knowledge of office procedures may be obtained from a certificate or associates degree in a business program including administrative processes and procedures, preparing patient charts, and basic computer skills. A course in medical terminology is helpful in securing employment.

Salary Range: \$27,000 to \$30,000 per year



For Additional Information:

QR Code:

<https://www.bls.gov/ooh/office-and-administrative-support/receptionists.htm>

Video Link:

<https://www.youtube.com/watch?v=s4QIXTfSyPk>

Administrative Medical Assistant

Job Description: Administrative medical assistants keep records, answer phone calls, order supplies, handle correspondence, bill patients, complete insurance forms and transcribe dictation. They may keep financial records, handle credits and collections and other bookkeeping duties. They greet patients, schedule appointments, obtain medical histories, arrange hospital admissions and schedule surgeries.

Educational Requirements: Most employers require a high school diploma and some college training or courses. Administrative Medical Assistants need to know medical terms and office procedures. Computer literacy with typing skills between 60 and 90 words per minute and the ability to use medical software programs (Electronic Medical Records) are now basic requirements. Certificates or degrees from a local adult school or community college are helpful to secure employment.

Salary Range: \$27,000 to \$34,000 per year



For Additional Information:

QR Code:

<https://www.bls.gov/ooh/healthcare/medical-assistants.htm>

Video Link:

<https://www.youtube.com/watch?v=dusQoC61Zww>



Clinical Medical Assistant

Job Description: Clinical medical assistants perform a variety of tasks in the clinical setting in doctor's offices and clinics. Clinical duties may include recording vital signs, taking medical histories, preparing patients for examination, assisting the physician during an exam, collecting blood or other lab specimens and administering medications as directed. They also complete and maintain patient records, schedule appointments, arrange for hospital admissions, and provide health information to patients and families.

Educational Requirements: Most employers prefer graduates from formal training programs in medical assisting such as those offered by many adult schools or community colleges. The length of programs vary depending where you take them and if you are receiving a certificate of completion (not to be confused with a "Certified Medical Assistant" – see below) or an associate's degree. Medical Assisting programs and course are available in almost every community either by high schools, ROPs, adult schools or community colleges.

Salary Range: \$30,000 to 36,000 per year



For Additional Information:

QR Code:

No additional information is available for this occupation at this time

Video Link:

<https://www.youtube.com/watch?v=6jbS5bLzQoU>

Note: Most employers prefer MA candidates who are proficient in both administrative and clinical areas. Many educational institutions offer "combined" medical assisting programs.

Certified or Registered Medical Assistants (CMA or RMA)

In today's competitive labor market, many employers prefer or require medical assisting certifications. There are three certifying agencies that are recognized in California:

- American Association of Medical Assistants (AAMA) awards the Certified Medical Assistant (CMA) credential;
- American Medical Technologists agency awards the Registered Medical Assistant (RMA) credential;
- California Certifying Board for Medical Assistants (CCBMA) awards the California Certified Medical Assistant (CMA) credential.

Students desiring certifications attend and graduate from an accredited medical assisting programs. Be sure the program you choose is accredited through either the Accrediting Bureau of Health Education Schools (ABHES) or the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Otherwise, you will need to wait to sit for an examination after you have obtained several years of work experience. Each of the above credentials have slightly different eligibility requirements.



For Additional Information:

American Association of Medical Assistants website at: www.aama-ntl.org

American Medical Technologists website at: www.americanmedtech.org

California Certifying Board for Medical Assistants website at: <http://www.ccbma.org/>

Advancing Your Career in Medical Assisting and Beyond

In the role of a medical assistant you will come into contact with a wide variety of healthcare professionals in the office in which you work, but also with others in out-patient clinics, ambulatory care centers, radiology centers, to name just a few. With this increased exposure, many medical assistants decide to return to college to advance their career in another area of healthcare. In a recent study by the Public Policy Institute of California, Health Training Pathways at California Community Colleges (December 2016), it was found that medical assistants are least likely to stop attending community college after they have earned their first short-term certificate. Many return to college and complete an associate's degree in nursing which significantly increases annual earnings.



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