

CREDENTIAL & CAREER PATHWAYS

HEALTH SCIENCES

Medical Assistant

JOB DESCRIPTION

Medical assistants work with patients alongside other medical staff. Key duties include: collecting and performing basic tests and preparing laboratory specimens, disposing of contaminated supplies, and sterilizing medical instruments. They also arrange medical instruments and equipment, purchase and maintain supplies, and keep waiting and examining rooms neat and clean.

MEDICAL DUTIES in Louisiana include: taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination.

ADMINISTRATIVE DUTIES include answering phones, greeting patients, updating and filing medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping.



WHAT SKILLS & TRAINING ARE NEEDED?

SOFT SKILLS:

- Medical assistants must be able to put patients at ease (Social Awareness).
- Ability to explain physicians' instructions and work with other medical staff (Verbal Communication)

TECHNICAL AND ACADEMIC SKILLS:

- High school diploma or equivalent.
- Medical assistant-specific skills, including Medical Terminology and Anatomy & Physiology
- Ability to perform medical and administrative duties above

HOW DO I KNOW IF THIS IS A GOOD FIT FOR ME?

- You enjoy working with people.
- You like caring for others, especially during difficult times.
- You enjoy following directions.
- You pay attention to detail.

WHERE CAN I FIND TRAINING?

**NEW ORLEANS
CAREER CENTER**

**DELGADO COMMUNITY
COLLEGE**

**NORTHSHORE TECHNICAL
COMMUNITY COLLEGE**

HOW MUCH WILL I BE PAID HOURLY?

\$12.38

Entry Level

\$15.20

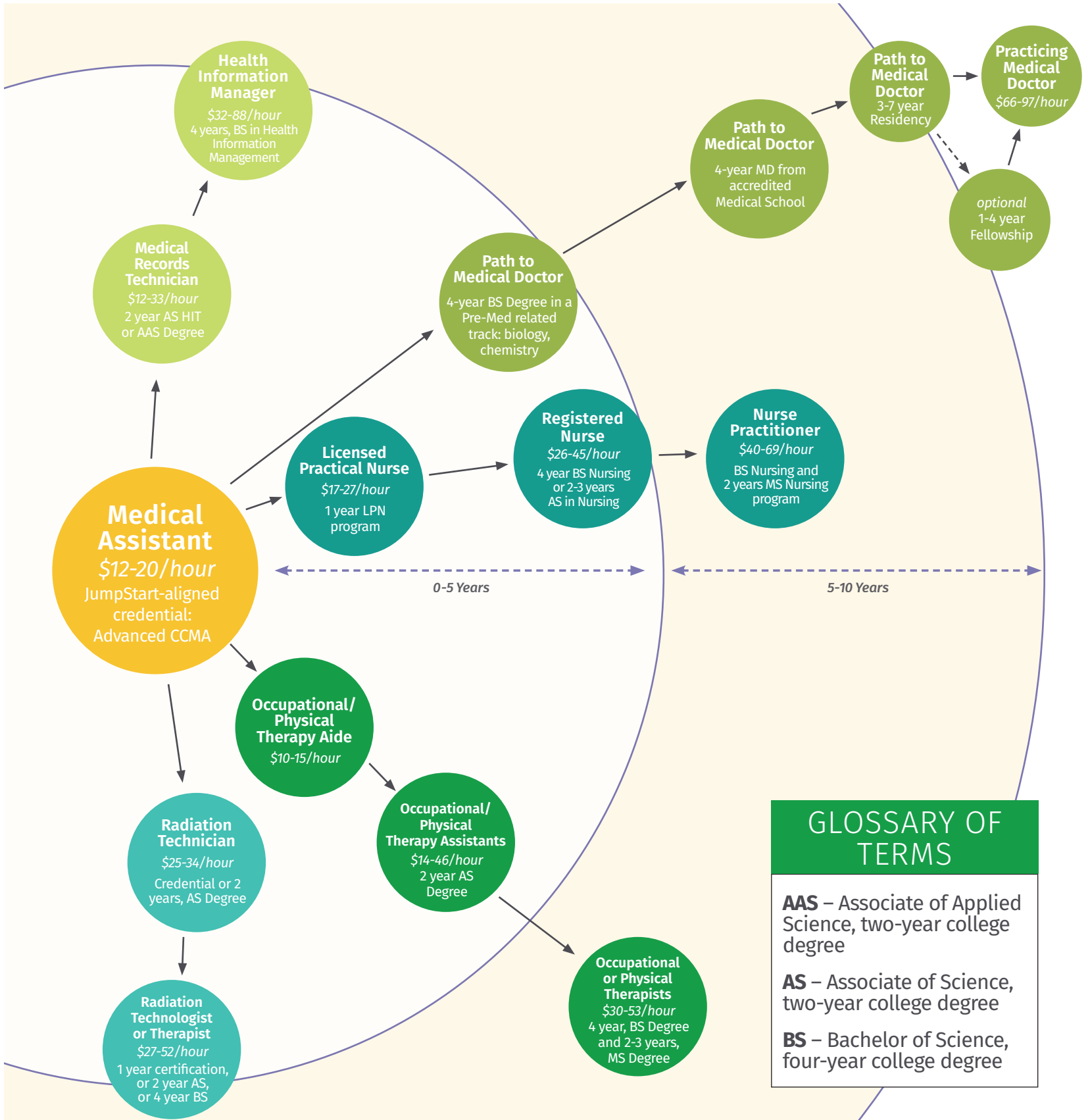
Typical

\$19.57

Experienced

CAREER GROWTH HEALTH SCIENCES

Medical Assistants



GLOSSARY OF TERMS

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