

MEDICAL ASSISTANT

Is Medical Assistant for me?

The field is for you if you ...

- Enjoy working as a team member.
- Enjoy a fast paced environment.
- Like to work with people.
- Have a calming and caring personality.
- Have good communication skills.
- Enjoy multitasking.
- Enjoy a variety of duties.
- Have good organizational skills.
- Pay attention to detail.

What skills will I need for this field?

You will need to have ...

- Knowledge of both administrative and clinical duties in a medical office.
- Exceptional customer service skills.
- Ability to perform multiple tasks at one time.
- Manipulate appropriate equipment in a medical office.
- Good oral and written communication skills.
- Good listening skills.
- Ability to move, lift or adjust patients.
- Good visual acuity.
- Good manual dexterity.

What is the work atmosphere like?

A Medical Assistant is a health professional that performs routine administrative and clinical tasks in a physician's office. Their duties may vary from office to office but the administrative duties usually include answering telephones, greeting patients, updating and filing patient medical records, filling out insurance forms and advance directive forms, scheduling appointments, arranging for hospital admission, handling billing and accounting procedures. The clinical duties include taking medical histories, recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. They may also collect blood specimens, perform basic laboratory tests, dispose of contaminated supplies, sterilize equipment, instruct patients about medication and special diets, prepare and administer medications as directed by the physician, authorize drug refills, telephone prescriptions to a pharmacy, prepare patients for X rays, and perform EKGs.

What are my degree options?

Associate's Degree

Associate in Applied Science (AAS)

Professional Certification

Completion of the degree program entitles students to apply for the national examination to become a Certified Medical Assistant (CMA) through the American Association of Medical Assistants (AAMA). Completion of the program also entitles students to apply for the national examination to become a Certified Phlebotomist (PBT) through the American Society of Clinical Pathology (ASCP).

What are my career opportunities?

Medical assisting is one of the fastest growing careers in health care today and is expected to continue to experience tremendous growth in the future. Medical assistants are employed in a variety of medical offices including physician treatment center, ambulatory care center, physician office, urgent or convenient care center, rehabilitation facility and other health care facilities.

With additional education and/or training, medical assistants can advance to: medical office manager, Phlebotomy/EKG technician, or enter other health careers, such as nursing or clinical laboratory science.

What can I do with these degrees?

If you have completed ...

Certificate

Work as a phlebotomist or patient care technician

Associate in Applied Science Degree

Medical Assistant, Phlebotomist

How can I prepare now?

Recommended courses ...

Math

Science

Biology, Anatomy and Physiology, Biomedical Terminology

What about my articulated credit?

Check with your high school coordinator to see if you are eligible for articulated credit at College of DuPage.

What should I take in my first semester at C.O.D.?

Anatomy and Physiology 1500:	Survey of Human Anatomy
Health Science 1110:	Biomedical Terminology
Math 1100:	Business Math
English 1101:	Composition I
Psychology 1100:	General Psychology

Whom can I talk to for more information?

Health, Social and Behavioral Sciences Division
(630) 942-2495

For more information see your program coordinator or go to www.cod.edu.