

# MEDICAL ASSISTANT

**Entry Level:** Postsecondary Nondegree Award

**\*Please note:** LDS Business College offers an Associate of Science degree in medical assisting:  
<https://www.ldsbc.edu/medical-assisting>.

Medical assistants perform various clerical, administrative and clinical tasks, such as maintaining patient records, filling out insurance forms, drawing blood, taking vitals, administering injections and preparing patients for examinations. Though most medical assisting jobs are in physician's offices, you could also work in hospitals, clinics, nursing homes, outpatient centers and healthcare agencies.<sup>3</sup>

## JOB REQUIREMENTS

**What is the exact job title?**

- Medical Assistant
- Clinical Assistant
- Healthcare Assistant

**How do I become one?**

- Programs for medical assisting are available from community colleges, vocational schools, technical schools, and universities and take about 1 year to complete. These programs usually lead to a certificate or diploma. Some community colleges offer 2-year programs that lead to an associate's degree. All programs have classroom and laboratory portions that include lessons in anatomy and medical terminology.<sup>1</sup>

**What qualities do I need?**

- **Analytical skills:** Medical assistants must be able to understand and follow medical charts and diagnoses. They may be required to code a patient's medical records for billing purposes.<sup>1</sup>
- **Detail oriented:** Medical assistants need to be precise when taking vital signs or recording patient information. Physicians and insurance companies rely on accurate records.<sup>1</sup>
- **Interpersonal skills:** Medical assistants need to be able to discuss patient information with other medical personnel, such as physicians. They often interact with patients who may be in pain or in distress, so they need to be able to act in a calm and professional manner.<sup>1</sup>
- **Technical skills:** Medical assistants should be able to use basic clinical instruments so they can take a patient's vital signs, such as heart rate and blood pressure.<sup>1</sup>

## TYPICAL WORK DAY

**What do they do?**

- Record patient history and personal information.<sup>1</sup>
- Measure vital signs, such as blood pressure.<sup>1</sup>
- Help physicians with patient examinations.<sup>1</sup>
- Give patients injections or medications as directed by physicians and as permitted by state law.<sup>1</sup>
- Schedule patient appointments.<sup>1</sup>
- Prepare blood samples for laboratory tests.<sup>1</sup>
- Enter patient information into medical records.<sup>1</sup>

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

2[https://www.payscale.com/research/US/Job=Medical\\_Assistant/Hourly\\_Rate](https://www.payscale.com/research/US/Job=Medical_Assistant/Hourly_Rate)

3[https://learn.org/articles/Medical\\_Assisting\\_5\\_Steps\\_to\\_Becoming\\_a\\_Medical\\_Assistant.html](https://learn.org/articles/Medical_Assisting_5_Steps_to_Becoming_a_Medical_Assistant.html)

## **Where do they normally work?**

- Most medical assistants work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities.<sup>1</sup>

## **What hours do they work?**

- Most medical assistants work full time. Some work evenings, weekends, or holidays to cover shifts in medical facilities that are always open.<sup>1</sup>

## **BENEFITS**

### **What is a typical salary in this field?**

- BLS: In May 2018, median pay was \$16/16/hour or \$33,610/year.<sup>1</sup>
- Payscale: \$14.80/hour or \$32,867/year.<sup>2</sup>

### **Does this job come with any benefits? (vision, dental, 401k, PTO, etc.)**

- Medical: 62%<sup>2</sup>
- Vision: 42%<sup>2</sup>
- Dental: 49%<sup>2</sup>
- None: 35%<sup>2</sup>

## **GROWTH**

### **What is the projected job growth?**

- Between 2018 - 2028, job growth is projected to be 23%, much faster than average.<sup>1</sup>

**Last Updated:** October 2019

<sup>1</sup><https://www.bls.gov/ooh/healthcare/medical-assistants.htm>

<sup>2</sup>[https://www.payscale.com/research/US/Job=Medical\\_Assistant/Hourly\\_Rate](https://www.payscale.com/research/US/Job=Medical_Assistant/Hourly_Rate)

<sup>3</sup>[https://learn.org/articles/Medical\\_Assisting\\_5\\_Steps\\_to\\_Becoming\\_a\\_Medical\\_Assistant.html](https://learn.org/articles/Medical_Assisting_5_Steps_to_Becoming_a_Medical_Assistant.html)