

## WORKING TO BE A

# Medical Assistant



### What type of education is needed to be a medical assistant?

- A high school diploma or equivalent
- Most employers prefer graduates of an accredited medical assisting program
- Usually the programs last 1-2 years leading to a certificate, diploma, or associate's degree

### What licenses or certifications are needed to be a medical assistant?

- None are required but many employers prefer to hire someone who is a Certified Medical Assistant or a Registered Medical Assistant

### What is the work environment like for a medical assistant?

- Medical assistants work in all types of doctors' offices as well as medical clinics and facilities such as hospitals and laboratories
- The areas are usually clean, well-lit, and temperature controlled
- They interact with people and must be able to handle multiple tasks simultaneously
- They often work under pressure and must be able to handle emergencies
- Most work a regular 40 hour work week; some work part-time, evenings, or weekends

### What do medical assistants do?

- Medical assistants perform a number of different duties to help doctors. These may include (but are not limited to):
- Take medical histories
- Prepare patients for exams
- Explain treatment procedures
- Draw blood
- Give shots
- Run routine lab tests
- Change dressings or bandages
- Dispose of contaminated supplies and sterilize equipment
- Instruct patients about medications and special diets
- Prepare and administer medications as directed by the doctor
- Answer telephones, greet patients
- Update and file patients' medical records
- Fill out insurance forms and handle billing and bookkeeping
- Schedule appointments, arrange hospital admissions and lab services

### What is the normal pay range for a medical assistant?

- \$8.92–\$15.57 per hour

### The Source

1301 Monroe Street  
Toledo, Ohio 43604  
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### What Source partners offer training to be a medical assistant?

- Oregon Career and Technology Center
- Washington Local Schools
- Toledo Public Schools
- Owens Community College

### How can a medical assistant grow in their field?

- A medical assistant can grow through additional education and experience to become a licensed or registered nurse