

MY NEXT MOVE

Medical Assistants

Also called: Certified Medical Assistant (CMA), Chiropractor Assistant, Doctor's Assistant, Registered Medical Assistant (RMA)

What they do:

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

On the job, you would:

- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Record patients' medical history, vital statistics, or information such as test results in medical records.

KNOWLEDGE

Arts and Humanities

- English language

Business

- customer service
- administrative services

Health

- medicine and dentistry
- therapy and counseling

Engineering and Technology

- computers and electronics

SKILLS

Basic Skills

- listening to others, not interrupting, and asking good questions
- talking to others

Social

- understanding people's reactions
- changing what is done based on other people's actions

Problem Solving

- noticing a problem and figuring out the best way to solve it

ABILITIES

Verbal

- communicate by speaking
- listen and understand what people say

Ideas and Logic

- notice when problems happen
- use rules to solve problems

PERSONALITY

People interested in this work like activities that include **helping people, teaching**, and talking.

They do well at jobs that need:

- **Integrity**
- **Attention to Detail**
- **Dependability**
- **Concern for Others**
- **Adaptability/Flexibility**
- **Cooperation**

TECHNOLOGY

You might use software like this on the job:

Medical software

- eClinicalWorks EHR software 🔥
- Epic Systems 🔥

Presentation software

- Microsoft PowerPoint

Electronic mail software

- Email software
- Microsoft Outlook 🔥

EDUCATION



certificate after high school or
high school diploma/GED

usually needed

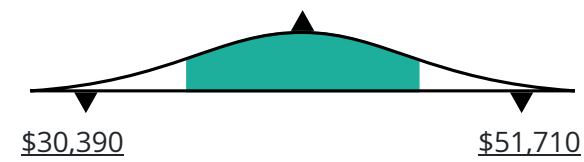
JOB OUTLOOK



New job opportunities are **very likely** in the future.

Bright

SALARY: **\$38,270**



EXPLORE MORE

- [Cardiovascular Technologists & Technicians](#)
- [Licensed Practical & Licensed Vocational Nurses](#)
- [Ophthalmic Medical Technicians](#)
- [Physical Therapist Aides](#)
- [Surgical Assistants](#)

You might like a career in one of these industries:

- [Health & Counseling](#)