

YOUR FINAL PROOF

Attention: Bh Circ Nie/pie
Ad Number: F45176
Description: Job Center Page
Ad Size: 6 x 21.25"
Ad Builder: Julie Beacham-Hooie
Insertions: 1

Code: 001300000
Revision No.: 4
Sales Rep: Blank #1
Rep Phone:
Rep Fax:
Date: Wed, Oct 3, 2007 - 3:27 PM

This is your FINAL proof. Please indicate all revisions on this proof and return to the Bradenton Herald. Please check with your Marketing Consultant for your deadline for proof return. Please note: revisions received after deadline will be made for the next available run date.

Client Approval OK As Is OK After Corrections Signature _____

Insertion Date **Publication**
 Thu, Oct 4, 2007 Local

BRADENTON
HERALD
Manatee County's Newspaper since 1922

Newspaper *in Education* presents

careerbuilder
bradenton.com/careerbuilder

T H E J O B C E N T E R

MEDICAL ASSISTANT



Medical assistants often handle a variety of administrative duties, such as updating patient records and greeting patients, along with clinical duties, such as performing lab tests and removing sutures.

Medical Assistants handle administrative work as well as clinical tasks.

Duties vary according to location, size, and specialty. Medical assistants usually work as "generalists" at smaller practices, dealing with both administrative and minor clinical duties. Typically they report to an office manager, physician, or other health care practitioner. Those employed by larger practices or hospitals generally specialize in a particular area, such as ophthalmology or dermatology.

Administrative duties generally include answering telephones, greeting patients, updating and filing patient records, completing insurance forms, handling correspondence, scheduling appointments, arranging hospital admissions and laboratory services, and dealing with billing and bookkeeping. They may also purchase and maintain supplies and equipment of the facility.

Clinical duties are specified according to state law. They may include recording medical histories and vital signs, describing treatment procedures to patients, preparing patients for examination, and assisting physicians during exams.

Medical assistants also may collect and prepare lab specimens or perform basic laboratory tests on

premises. They may dispose of contaminated supplies and sterilize medical equipment. They prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to pharmacies, draw blood, prepare patients for X-rays, administer electrocardiograms, remove sutures, and replace dressings. They also maintain, clean, and organize waiting and exam rooms.

Some medical assistants specialize in a particular area. For instance, podiatric medical assistants make castings of patients' feet, take and develop X-rays, and assist podiatrists in surgery. Ophthalmic medical assistants provide basic eye care, such as measuring and recording vision, testing eye muscle function, and conducting diagnostic tests. They may also demonstrate how to insert, remove, and care for contact lenses, and maintain optical and surgical equipment.

Professional certifications exist for medical assistants working in a variety of fields. There is no licensing required for medical assistants. However, some states may require assistants to pass a test or course before an they can perform certain tasks, such as taking X-rays or drawing blood.

SKILLS REQUIRED

Medical assistants must be able to pay attention to detail. They must also be compassionate, patient, and possess excellent written and verbal communication skills.

WHERE/HOW TO GET TRAINING

Schooling

Most employers of medical assistants prefer to hire graduates of formal medical assisting programs. Formal training and education for medical assistants usually takes one year to complete at a technical college, while an associate degree requires two years of study. Most medical assisting programs consist of both medical and administrative courses, including anatomy and physiology, medical terminology, typing, transcription, record keeping, and insurance processing. Laboratory techniques, clinical and diagnostic procedures, pharmaceutical principles, medication administration, and first aid are also covered. Accredited programs usually require an internship in a physician's office, hospital, or other health care facility.

Experienced workers fare the best in obtaining employment, as do certified applicants who have

passed a national exam. Such exams include: the Certified Medical Assistant credential, awarded by the American Association of Medical Assistants; the Registered Medical Assistant credential, awarded by the American Medical Technologists; and the Podiatric Medical Assistant Certified credential, awarded by the American Society of Podiatric Medical Assistants.

Financial Aid

Grants, scholarships, loans, and work/study programs are available for students. For most of this aid, prospective students must submit a Free Application for Federal Student Aid, available from high school guidance offices and postsecondary financial aid offices.

For more information on federal financial aid programs, visit the U.S. Department of Education's Web site at <http://www.ed.gov>.



For more information on federal financial aid programs, call (800) 4FEDAID

FUTURE JOB OPPORTUNITIES

Job opportunities for medical assistants are expected to grow faster than average through 2010 as the health services industry expands due to technological advances in

medicine, plus a growing and aging population. In general, medical assisting is considered one of the fastest growing occupations.

WORK ENVIRONMENT

Work environments are well-lit, clean, and professional. Medical assistants constantly interact with people and may be required to juggle many

responsibilities at once. They usually wear comfortable clothing or uniforms, such as surgical scrubs.

RESOURCES - HOW TO FIND OUT MORE

ONLINE:

• www.aama-ntl.org
(The American Association of Medical Assistants)

• www.abhes.org
(Accrediting Bureau of Health Education Schools)

GENERAL:

Registered Medical Assistants of American Medical Technologists
710 Higgins Rd.
Park Ridge, IL 60068-5765

LOCAL:

Career Counselor Ronai Krugh
941-752-8100
ext. 242

Christina Rinehart

MTI Medical Assistant Graduate



"I became a Medical Assistant because I was a newly single mother and I wanted to do something that I was going to be proud of and support my child. The money was great. The hours were great. There are no weekends and you have holidays off. The people are fantastic! I love working with the patients. They greatly appreciate what you do for them; it's a rewarding feeling."

JOB IN THIS FIELD

Job titles	Place of work	Kind of work	Average salary*
Medical Assistant	Physician's office, health care clinic, hospital	Assists with routine clerical and clinical duties as determined by a physician.	\$21,295-\$35,000 (annually)

*Salaries may vary depending on region and experience. Sources: Chronicle Guidance Publications and Occupational Outlook Handbook.

MANATEE TECHNICAL INSTITUTE
 School District of Manatee County
 Main Campus
 5603 34th Street West
 (941) 751-7900

MANATEE TECHNICAL INSTITUTE
 EAST CAMPUS
 School District of Manatee County
 East Campus
 5520 Lakewood Ranch Blvd.
 (941) 752-8100

www.manateetechnicalinstitute.org

nie
 Newspaper *in Education*

www.niemantee.com