



Health/Medical Assisting Services, Other CIP Code 51.0899

Introduction – Program of Study

Medical assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors and other health practitioners running smoothly. They should not be confused with physician assistants, who examine, diagnose and treat patients under the direct supervision of a physician.

The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, medical assistants usually do many different kinds of tasks, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators.

Medical assistants who perform administrative tasks have many duties. They update and file patients' medical records, fill out insurance forms and arrange for hospital admissions and laboratory services. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms and other office procedures and terminology are recommended for success. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, scheduling appointments and handling billing and bookkeeping.

Medical assistants also may arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean. In addition, they function with the public; therefore, they must be well groomed and have a courteous, pleasant manner. They also must be able to put patients at ease, explain physicians' instructions, and respect the confidential nature of medical information. Clinical duties require a reasonable level of manual dexterity and visual acuity.

Medical assistants work in well lighted, clean environments. They constantly interact with other people and may have to handle several responsibilities simultaneously. Many full time medical assistants work a regular 40 hour week. However, medical assistants may work part time, evenings, or weekends.

Those individuals completing this program of study may continue their education in order to develop skills and competencies that lead to other fields of specialization. Such specialty fields

permit the individual to be employed as ophthalmic medical technologists, radiologic technicians, neurodiagnostic technologists, speech and language pathology assistants, endoscopy technicians, surgical assistants, and midwives.

Assumptions of this Program of Study

High quality programs should meet the following standards:

1. Promote positive working relationships.
2. Implement a curriculum that fosters all areas of skill development
3. Use appropriate and effective teaching approaches.
4. Provide ongoing assessments of student progress.
5. Employ and support qualified teaching staff.
6. Establish and maintain relationships and use resources of the community.
7. Provide a safe and healthy learning environment.
8. Implement strong program organization and supervision policies that result in high quality teaching and learning.
9. Integrate academic skills and aptitudes necessary for postsecondary education, gainful employment and a foundation of lifelong learning.

CIP Code

51.0899 Health/Medical Assisting Services, Other

This is a program with a combination of subject matter and experiences designed to prepare individuals for entry level employment in a minimum of three related health occupations under the supervision of a licensed health care professional. Instruction consists of core course content with clinical experiences in one or two health related occupations. The core curriculum consists of planned courses for introduction of health careers, basic anatomy and physiology, medical terminology, legal and ethical aspects of health care and communications, and at least three planned courses for the knowledge and skills for the occupational area such as medical assisting, ward clerk, nursing assisting, etc.

For more information, contact:

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