

CAREER TECHNICAL TRAINING AREA

Medical Administrative Assistant



Do You Like ...

... helping others feel welcome?

... organization and detail?

... using basic math skills?

... listening to others?

If so, you may be a good candidate for Job Corps' Medical Administrative Assistant career training program.

SKILLS

Learn how to perform the essential tasks of a medical administrative assistant, including:

- » Scheduling and confirming patient diagnostic appointments, surgeries, or medical consultations.
- » Greeting visitors, determining the purpose of their visits, and directing them to the appropriate staff members.
- » Answering telephones and transferring calls to the appropriate staff members.
- » Managing financial records.
- » Understanding health insurance policies.

EXPECTATIONS & REQUIREMENTS

While on the job, you will be expected to display the following traits at all times:

- » Integrity and dependability
- » Attention to detail
- » Concern for others
- » Stress tolerance

And you will need to meet a few basic requirements in order to be hired as a medical administrative assistant, including having:

- » Strong math and reading skills
- » A high school diploma or the equivalent
- » Completion of the core curriculum and passing scores on all written and performance tests

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CREDENTIALS

As a Job Corps student, you can earn credentials in your training area that demonstrate you have **gained the knowledge and skills** to help you **succeed in your career**. Credentials may lead to greater employment opportunities, higher wages, and promotions.

Students who complete a Health Care training program can earn **nationally recognized credentials** from the National Healthcareer Association (NHA) and a state-issued credential/license.

CAREER OPTIONS

Most **Medical Administrative Assistant graduates go to work for a hospital or a doctor's office**. A medical administrative assistant is often the first person a patient sees when entering a doctor's office or hospital; so, those who choose this career path should have friendly, understanding personalities. Some medical administrative assistants also handle billing, which means they use basic math skills on the job every day. Most medical assistants work full time, and some may work evenings or weekends to cover shifts in medical facilities that are always open.



SALARY

The average starting salary for most medical administrative assistants is **\$33,000/year**.

*For additional salary information and career path options in this field, visit www.mynextmove.org.



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