

# Medical Assistant

\*\*\*TECH PREP\*\*\*

*Transportation required for clinical experience during 2<sup>nd</sup> year of the program  
Health immunizations and uniforms required*

Toms River Center

2 Year Program

Ms. Marlene Damon

**T**hese health service workers assist doctors in the examination of patients and in the operation of medical offices. While duties vary from office to office, most perform clerical functions as well as clinical tasks under the supervision of a physician.

## Related Job Titles

Medical Receptionist      Medical Assistant  
Chiropractic Assistant      Podiatric Assistant

## Skills You Will Learn

- Perform routine checks prior to physical examinations
- Record a patients' medical history
- Arrange for hospital admission
- Assist doctors with special procedures
- Answer telephones and schedule appointments
- Collect payment for bills
- File insurance forms
- Perform electrocardiograms

## Worker Requirements

*You should prefer:*

- Activities involving direct contact with people
- Activities of a scientific and technical nature

*You should be able to:*

- Work well under pressure
- Work effectively with others
- Work within set standards of accuracy
- Communicate well, written and oral
- Stand the sight of blood
- Maintain confidentiality of medical records

*Physically you must:*

- Maintain good overall health
- Hear and see well
- Have good hand-eye coordination
- Lift and carry objects up to 20 lbs.

## Career Ladder

Medical office assistants can advance to office manager with experience. Some choose to further their education and go on to careers such as LPN, Respiratory Therapist and RN.

## Continuing Education

Ocean County Vocational Technical School  
Ocean County College  
University of Medicine and Dentistry of NJ  
Brookdale Community College

## Additional Information

American Association of Medical Assistants  
20 North Wacker Drive, Suite 1575  
Chicago, IL 60606

Accrediting Bureau of Health Education  
Schools – Oak Manor Office  
29089 US 20 West  
Elkhart, IN 46514

Registered Medical Assistants of American  
Medical Technologies  
710 Higgins Road  
Park Ridge, IL 60068

**A Tech Prep agreement is in place with Ocean County College and UMDNJ, enabling qualified students to receive college credits upon successful completion of the course.**