These 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
- Billing and Coding Specialist
- Radiology Technician
- LPN or RN

**Skills You Will Learn**
- Medical terminology
- Record a patient’s medical history
- Assist doctors with special procedures
- Computerized scheduling and software
- Insurance billing and coding
- Take vital signs
- Perform electrocardiograms and lab procedures
- Venipuncture techniques

**Preferred Skills for Career Field:**
**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 information regarding patients

**Career Ladder**
Medical Assistants can advance to Certified Medical Assistant upon passing the National Center for Competency Testing certification test. They could also advance to office manager/administrator and supervisory positions.

**Continuing Education**
- Ocean County Vocational Technical School
- Ocean County College
- Rutgers University
- Richard Stockton University
- Georgian Court University
- Brookdale Community College

Students may complete an additional class following graduation in the area of parenteral administration (injections). Upon passing an examination at the completion of this class, students are qualified to become a National Certified Medical Assistant.