

Medical Assistant

Health immunizations and uniforms required

Toms River Center

10-month program

Erica DiMuzio-Orlofsky

4:30-9:30 pm

Monday-Friday

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

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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.