

# Medical Assistant

*Health immunizations and uniforms required*

Toms River Center

2 Year Program

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**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 Assistant  
Medical Receptionist  
Medical Scribe  
Patient Care Tech  
Phlebotomist  
EKG Technician

## 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
- Specimen Collection
- Urinalysis and Urine Culture
- 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 at the end of their second year. They could also advance to office manager/administrator and supervisory positions.

## Continuing Education

Ocean County College  
Georgian Court College  
Colleges and Universities with Health Science Programs

**Upon passing an examination at the completion of this class, students are qualified to become a National Certified Medical Assistant.**

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