

Medical Assistant

PANHANDLE

Average Wage
\$9.81

*Average Annual
Job Openings*
45

Employment in

<i>2004</i>	<i>2014</i>
550	900

TEXAS

Average Wage
\$11.17

*Average Annual
Job Openings*
2,585

Employment in

<i>2004</i>	<i>2014</i>
33,550	53,200

UNITED STATES

Employment in
2006
409,570

Female **54%**
Minority **23%**

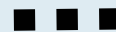
EMPLOYMENT CODES

OES **66005**

*O*NET* **31-9092.00**
Medical Assistants

JOB DESCRIPTION

Perform various duties under the direction of physician in examination and treatment of patients. Prepare treatment room, inventory supplies, and instruments, and set up patient for attention of physician.



SKILLS AND APTITUDES NEEDED

- ◆ Interpersonal skills to meet the public such as neat and well-groomed, courteous, pleasant manner, ability to put patients at ease and explain physicians' instructions
- ◆ Ability to respect the confidential nature of medical information
- ◆ Basic knowledge of mathematics, health, biology, typing, bookkeeping, computers and office skills
- ◆ Reasonable level of manual dexterity and visual acuity



Medical assistants answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping. They may take medical histories and record vital signs, explain treatment procedures to patients, prepare patients for examination, and assist the physician during the examination. They collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medication and special diets, prepare and administer medication as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.

PANHANDLE AREA PUBLIC TRAINING PROVIDERS

Training Provider	Direct	Related	Education Offering
Academy of Professional Careers Amarillo	√		Medical Assisting Program
Amarillo College Amarillo, Dumas, Hereford		√	Certificate of Completion (Medical Data Specialist)
		√	Certificate of Completion (Pharmacy Technology)

For information on public training providers outside of the Panhandle Area, please refer to the Resource Index.

LICENSE/CERTIFICATION

- Optional: American Association of Medical Assistants (Medical Assistant Certification)
- Optional: American Medical Technologists (Registered Medical Assistant)
- Optional: American Society of Podiatric Medical Assistants
(Podiatric Medical Assistant Certification)
- Optional: Joint Commission on Allied Health Personnel in Ophthalmology
(Ophthalmic Medical Assistant Certification)

HIGHEST EMPLOYMENT LEVELS BY INDUSTRY

Physician's Offices	62%	Outpatient Care Centers	4%
Health Practitioner's Offices	11%	Self-employed/Unpaid Family Workers	1%
General Medical/Surgical Hospitals	10%	Ambulatory Health Care Services	1%
Dentist's Offices	5%	Specialty Hospitals	1%

FOR MORE INFORMATION

The American Association of Medical Assistants, 20 N. Wacker Dr., Suite 1575, Chicago, IL 60606, (312) 899-1500, <http://www.aama-ntl.org>

American Society of Podiatric Medical Assistants, 2124 S. Austin Blvd., Cicero, IL 60804, (708) 863-6303 or (888) 882-7762, www.aspma.org

Joint Commission on Allied Health Personnel in Ophthalmology, 2025 Woodlane Drive, St. Paul, MN 55125-2995, (800) 284-3937, <http://www.jcahpo.org>

American Medical Technologists, 710 Higgins Rd., Park Ridge, IL 60068, (847) 823-5169, <http://www.amt1.com>

For additional website sources, please refer to the Resource Index.

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