

Step Up to the Future with

Medical Assisting

Medical Assisting Programs are Available at the Following Community Colleges:

Allan Hancock College	Santa Ana College
Antelope Valley College	Santa Barbara City College (Adult Ed)
Cabrillo College	Santa Rosa Junior College
Canada College	Southwestern College
Cerritos College	Ventura College
Cerro Coso College	Victor Valley College
Chabot College	West Hills College
City College of San Francisco	West Los Angeles College
College of Marin	West Valley College
College of the Redwoods	
Columbia College	
Contra Costa College	
Cosumnes River College	
Cuesta College	
DeAnza College	
El Camino College	
Fresno City College	
Grossmont College	
Imperial Valley College	
Lake Tahoe Community College	
Long Beach City College	
MiraCosta College	
Modesto Junior College	
Monterey Peninsula College	
Moreno Valley College	
Mt. San Jacinto College	
Orange Coast College	
Palomar College	
Pasadena City College	
Saddleback College	
San Diego Mesa College	
San Joaquin Delta College	
San Jose City College	

Sources for further info:

Find out more information
on our website:
www.ca-hwi.org

For further information on salaries go
to: labormarketinfo.edd.ca.gov

For more information, please contact one of the colleges listed above or explore the web resources. For additional information regarding this brochure please contact: The Health Workforce Initiative at Butte College (530) 892-3060



**ECONOMIC &
WORKFORCE
DEVELOPMENT**
through the
CALIFORNIA
COMMUNITY
COLLEGES



Health Workforce Initiative

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Medical Assisting



What Does a Medical Assistant Do?

Medical Assistants play a vital role in the management and efficient operations of doctors' offices, clinics, and other medical facilities.

Medical Assistants are unlicensed individuals who perform non-invasive routine technical support services under the supervision of a licensed physician and surgeon, podiatrist,



physician assistant, nurse practitioner, or nurse midwife in a medical office or clinic setting. The supervisor must be on the premises in order for the medical assistant to perform those non-invasive technical support services. Medical assistants may obtain "certified" status through private agencies approved by the Medical Board of California.

Administrative duties may include welcoming patients, scheduling appointments, maintaining medical records, bookkeeping, insurance billing and coding. Clinical duties may include recording vital signs and medical histories, preparing patients for examination, assisting the physician during an

exam, collecting blood and other lab specimens, and administering medications as directed.

Facts About Medical Assisting & Job Opportunities

According to a document entitled "Key Findings, 2014, Health Occupations in California," prepared by the Centers of Excellence, the need for Medical Assistants in the ambulatory healthcare and nursing and residential care employer settings was expected to see a projected growth rate of 5%, with a total of 4,750 job openings over the subsequent 12-month period.

Most employers prefer graduates from formal training

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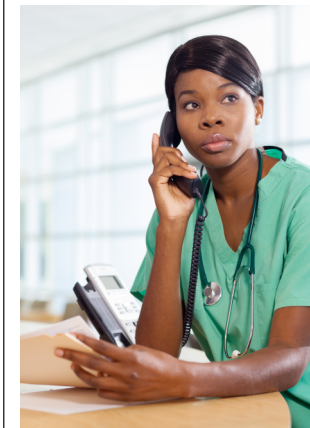


programs in medical assisting such as those offered in postsecondary vocational schools or community colleges.

Many employers prefer or require certification. There are three certifying agencies that are recognized in California. The American Association of Medical Assistants (AAMA) awards the Certified Medical Assistant (CMA-AAMA) credential, The American Medical Technologists (AMT) agency awards the Registered Medical Assistant (RMA) credential, and the California Certifying Board for Medical Assistants awards the CCMA credential. Most students desiring certification attend and graduate from an accredited medical assisting program. This prepares them to pass a certification exam given by one of the three accrediting organizations. Others are trained on the job and may take a refresher course to assist them in preparing for the exam.

Personal Characteristics & Working Conditions

- Desire to help others and provide excellent customer service to patients of all ages and backgrounds.
- Great communication skills (verbal & written), bilingual desired.
- Ability to work both independently and as a team.
- Ability to follow directions, multi-task and observe details.
- Computer literate, mathematical competency.
- Ability to stand for long periods of time, in good health.



Sources for Further Information About Medical Assisting:

Community Colleges' Health Program Directory
www.ca-hwi.org

Explore Health Careers - Medical Assistant
www.explorehealthcareers.org

Medical Board of California
www.mbc.gov

California Medical Assistants Association
www.cmaa-ca.org

Medical Assisting Certifying Agencies

California Certifying Board for Medical Assistants (CCBMA)
www.ccbma.org

American Medical Technologists
www.americanmedtech.org

American Association of Medical Assistants
www.aama-ntl.org

Commission of Accreditation of Allied Health Programs
www.caahep.org