

# EPIC

••• READY SET LEARN

**DESIRE.  
INSPIRE.  
GO HIGHER.**

## MEDICAL ASSISTANTS

Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice.

### ***THESE ARE THE THINGS I DO ON A DAILY BASIS:***

- Record patient history and personal information
- Measure vital signs, such as blood pressure
- Help the physician with patient examinations
- Give patients injections or medications as directed by the physician and as permitted by state law
- Schedule patient appointments
- Prepare blood samples for laboratory tests
- Enter patient information into medical records

### **Why this job is a good fit?**

- ▶ Support
- ▶ Relationships
- ▶ Achievement

### **Tools I use**

- ▶ Hypodermic needle
- ▶ Mercury Blood Pressure Units
- ▶ Ophthalmoscopes
- ▶ Spirometers
- ▶ Nebulizer or accessories



*Resources: This and other Career Data Sheets available on [www.epicworkforce.net](http://www.epicworkforce.net). Information may vary by job and should be verified before pursuing a position. Other related information is available at [onetonline.org](http://onetonline.org), [careeronestop.org](http://careeronestop.org), [jobcenter.usa.gov](http://jobcenter.usa.gov), and [www.bls.gov/ooh/](http://www.bls.gov/ooh/).*

# DESIRE.

Learn more at:

[www.epicworkforce.net/](http://www.epicworkforce.net/)

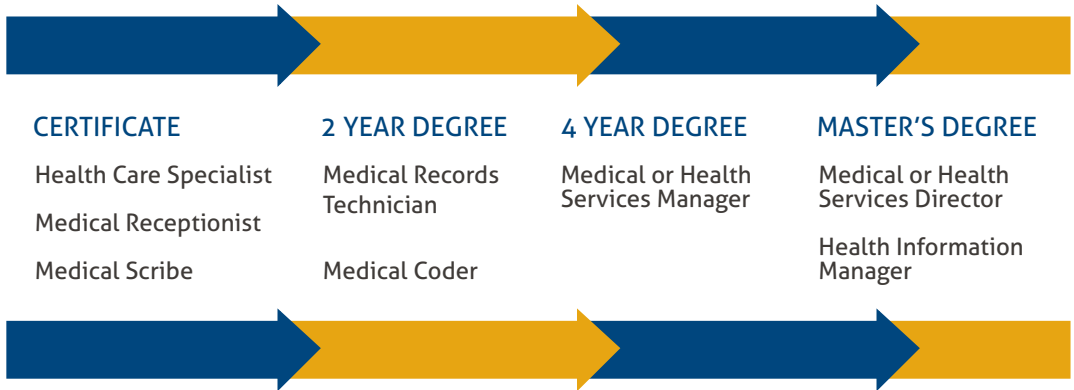
*Why I enjoy my job as a  
Medical Assistant:*

- ▶ Provide services to others in a friendly non-competitive environment
- ▶ Supportive management that stand behind employees
- ▶ Results oriented environment

## IMPORTANT SKILLS AND ABILITIES FOR THE JOB:

- ▶ Speaking
- ▶ Active Listening
- ▶ Reading Comprehension
- ▶ Social Perceptiveness
- ▶ Monitoring
- ▶ Oral Comprehension
- ▶ Problem Sensitivity
- ▶ Written Comprehension

# INSPIRE.



# GO HIGHER.

## CREDENTIALS OFFERED:

*Check for credential specifics at your KCTCS Home College!!*

### CERTIFICATES

*ELECTRONIC HEALTH RECORDS | MEDICAL CODING | HOSPITAL ADMISSIONS  
MEDICAL SCRIBE | HEALTH CARE SPECIALIST | MEDICAL RECEPTIONIST*

### DEGREES

*ELECTRONIC MEDICAL RECORDS | MEDICAL CODING*

*This project has been funded in part by a grant from the United States Department of Labor.*