

## Certified Medical Assistants:

Although not required, certification indicates that a medical assistant meets certain standards of knowledge. It may also help to distinguish an experienced or formally trained assistant from an entry-level assistant, which may lead to a higher salary or more employment opportunities.



## Certificates and Degrees

Southwestern College offers several certificates and degrees in Medical Assisting. Find one that is right for you.

***Medical Assistant: Administrative***

***Medical Assistant: Clinical***

***Medical Office Management***

For more information, call (619) 216-6665 or visit [www.swccd.edu](http://www.swccd.edu).

***The Medical Assisting Program is located at Southwestern College's Higher Education Center at National City.***

**Higher Education Center at National City**  
880 National City Blvd.  
National City, CA 91950

(619) 216-6665  
[www.swccd.edu/hecn](http://www.swccd.edu/hecn)



# Medical Assistant

***Do you like helping people?***

***Do you want to be part of a fast growing occupation?***

***Do you want to earn a certificate or complete a program of study within a year?***

***Then you should consider a career in Medical Assisting.***

## What is a Medical Assistant?

Medical assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, medical assistants usually do many different kinds of tasks, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators.



## Administrative Medical Assistant:

Administrative medical assistants update and file patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping.



## Clinical Medical Assistant:

Clinical medical assistants have various duties, depending on State law. Some common tasks include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations. Medical assistants col-

lect and prepare laboratory specimens and sometimes perform basic laboratory tests, dispose of contaminated supplies, and sterilize medical instruments. As directed by a physician, they might instruct patients about medications and special diets, prepare and administer medications, authorize drug refills, telephone prescriptions to a pharmacy, draw blood, prepare patients for x rays, take electrocardiograms, remove sutures, and change dressings. Medical assistants also may arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

