Medical Assistant

Medical assistants welcome and assist patients while working side by side with others on the health care team. They are responsible for a variety of medical office tasks such as administrative, technical and scientific duties, and have quality human relations skills.

As a medical assistant, you can share your compassion with patients in a host of medical situations – from physicians’ offices to hospitals and more.

Clinical duties performed by medical assistants vary according to state law and may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination and assisting the physician during the examination.
What You Will Learn

Pima Medical Institute’s Medical Assistant certificate program will train you to assist physicians in the examination and treatment of patients, as well as perform routine office tasks.

Pima Medical Institute medical assistants are trained to collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies and sterilize medical instruments. Medical assistant training also includes how to instruct patients about medications and special diets; prepare and administer medications as directed by a physician; authorize drug refills as directed; telephone prescriptions to a pharmacy; draw blood and give injections; prepare patients for X-rays; take electrocardiograms; remove sutures; and change dressings. You will learn how to put patients at ease and interpret a physician’s instruction correctly and efficiently.

Job Outlook

Medical assistants may experience diverse career opportunities. Medical assistants may be able to advance to office manager. They may also qualify for a variety of administrative support occupations or may even teach medical assisting.

As the health care industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for health care workers. According to the U.S. Bureau of Labor Statistics, employment of medical assistants is projected to grow 23 percent from 2014 to 2024, much faster than the average for all occupations.†

Employment

Medical assistants have a variety of settings to choose from, allowing the individual to find a work environment that best suits their personality. For example, they can work in physicians’ offices, hospitals, clinics and outpatient medical facilities.