

# Medical Assisting

# Careers

**M**edical assistants perform clinical and clerical tasks that keep the offices of physicians, podiatrists, chiropractors and optometrists running smoothly. Depending on the size of the practice, medical assistants may 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 book-keeping.

Clinical duties, which may vary according to state regulations, may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination and assisting during the examination.

Medical assistants 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 medications as directed by a physician, authorize drug refills as directed, communicate prescriptions to a pharmacy, draw blood, prepare patients for X-rays, take electrocardiograms, remove sutures and change dressings. They may also arrange examining room instruments and equipment, purchase and maintain supplies and equipment and keep waiting and examination rooms neat and clean. Assistants working in specialized medical fields may have additional duties.

## Job Outlook

Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2006-16 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification. Employment of medical assistants is expected to grow 35 percent from 2006 to 2016, much faster than the average for all occupations. 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 all health care workers. Increasing use of medical assistants in the rapidly growing health care industry will further stimulate job growth. Helping to drive job growth is the increasing number of group practices, clinics, and other health care facilities that need a high proportion of support personnel, particularly medical assistants who can handle both administrative and clinical duties. In addition, medical assistants work primarily in outpatient settings, a rapidly growing sector of the health care industry.

## Earnings

The earnings of medical assistants vary, depending on their experience, skill level, and location. Median annual earnings of wage-and-salary medical assistants were \$26,290 in May 2006. The middle 50 percent earned between \$21,970 and \$31,210. The lowest 10 percent earned less than \$18,860, and the highest 10 percent earned more than \$36,840.

# Medical Assisting Careers

## Educational Opportunities in Medical Assisting at LCCC

### *Certificate of Proficiency in Medical Assisting*

This program provides students with an orientation to the medical field as an assistant to the physician. Students are introduced to procedures in medical examinations, use of laboratory equipment, office business procedures used in health care facilities and medical terminology. Upon completion of this curriculum, the student is eligible to sit for examination through the State of Ohio to become a certified medical assistant.

This program may be completed in one year, if taken on a full-time basis. Many LCCC students choose to study on a part-time basis.

### *Associate of Applied Science*

This program provides students with two options to earn their associate degree to enhance their career in medical assisting. The student chooses whether to pursue a clinical focus or an administrative focus.

### *Associate of Applied Science—Clinical Focus*

This course of study allows the student to sharpen clinical skills in areas such as phlebotomy. Upon completion of the second year, a student is eligible to take a national examination to become a certified phlebotomist.

### *Associate of Applied Science—Administrative Focus*

This course of study allows the student to sharpen business skills, which are necessary for positions in office management.

## Related Educational Opportunities in Health Care at LCCC

- Certificate of proficiency in emergency medical services – paramedic
- Certificate of proficiency in phlebotomy
- Certificate of proficiency in licensed practical nursing
- Associate of applied science in nursing
- Associate of applied science in clinical laboratory science technology
- Associate of applied science in dental hygiene
- Associate of applied science in diagnostic medical sonography
- Associate of applied science in physical therapist assisting
- Associate of applied science in radiologic technology
- Associate of applied science in surgical technology
- Associate of science (leading to programs such as pre-dentistry, pre-med, pre-optometry and pre-pharmacy)
- Associate of technical studies in nuclear medicine

## Other Educational Opportunities through LCCC's University Partnership

### **Bowling Green State University**

#### *Bachelor of Science in Biology*

This baccalaureate degree program is designed to provide the training in the major areas of biology while allowing sufficient flexibility to accommodate the specific interests of individual students.

### **Kent State University**

#### *Bachelor of Business Administration—Business Management*

Kent's Business Administration (major in Business Management) degree provides students with credentials that are important to getting that first job in business as an entry-level manager or manager trainee.

### **Youngstown State University**

#### *Certificate in Health Care Management*

The Certificate in Health Care Management is a collaborative program between the College of Health and Human Services and the Williamson College of Business Administration. The program accommodates students from health and human service professions who require the skills and abilities for supervisory/managerial positions or who desire competence in health promotion. The program is structured as a weekend-college program with classes offered Friday evenings and on Saturday during the day. After completion of an academic core of course work, students may concentrate in either health promotion or administration for health and human service professions.

#### *Bachelor of Science in Applied Science—Major in Allied Health*

The baccalaureate degree program leading to the bachelor of science in applied science with a major in allied health is intended to serve professional health-related, associate-degree graduates who wish to upgrade their academic credentials. The goal of the BSAS degree program is to provide advanced educational opportunities beyond the technical scope of the graduate's associate degree.

#### *Master of Health and Human Services*

The Master of Health and Human Services and Certificate in Health Care Management is a collaborative program between the College of Health and Human Services and the Williamson College of Business Administration. The program accommodates students from health and human service professions who require the skills and abilities for supervisory/managerial positions or who desire competence in health promotion.

## About Lorain County Community College

Lorain County Community College is one of Ohio's leading colleges delivering distance learning education via the Internet. The College has expanded its delivery of its programs and services through the opening of the Learning Center at St. Joseph Community Center in Lorain, the LCCC Wellington Center, Lorain County Growth Partnership in downtown Elyria and the Midpoint Campus Center in Brunswick. Partnerships with Lorain County's K-12 school districts have also led to important developments for the community. More than 1300 high school students participate in the Post Secondary Enrollment Options program by enrolling in LCCC classes, making LCCC the state's largest community college provider of PSEO. More than 35 percent of Lorain County's top high school graduates choose to attend LCCC.

LCCC is one of Ohio's fastest growing colleges because of the variety of learning opportunities it provides. Students can choose from more than 80 educational programs. Students can complete the first half — and sometimes more — of a bachelor's degree. The University Partnership brings eight universities to the LCCC campus offering 37 bachelor's and master's degree programs. With the University Partnership at LCCC, the College partners with the state's finest universities to bring the best in bachelor's and master's degree programs right to the LCCC campus. Students can earn degrees that get them jobs immediately. Students can upgrade, retrain and improve current life skills. Students can learn in the classroom, at home and over the Internet.

LCCC offers a complete college experience. We understand that there's more to college life than attending classes. We offer many of the programs, sports, and activities available at large four-year universities and colleges. But, students will not have to stand in line behind juniors and seniors in the classroom, on the playing field, or in leadership positions. Students can immediately act in a play, sing in a musical group, serve as editor for the college newspaper, plan social activities, compete on the playing field, or set policy as a student government member.

In addition to providing a great education for those who enter college with aspirations of a degree, LCCC helps those who have changed their career goals, who want to broaden their horizons, and who want to return to work. LCCC provides learning and training for those who want to move up but find they need new or improved skills for the kind of professional opportunities they seek.

LCCC faculty is recognized locally and nationally for their work as professors and in other areas. They all have advanced degrees and real-world experience and understand their primary responsibility at LCCC is to teach classes. Classes are small. Individual attention is plentiful.

An LCCC education, prepares students for real jobs and real futures. To find out more, call (800) 995-LCCC or visit LCCC's Connections Center, the Learning Center at St. Joseph Community Center in Lorain, the LCCC Learning Center in Wellington, the Lorain County Growth Partnership in downtown Elyria or the Midpoint Campus Center in Brunswick for all of your enrollment service needs, including admissions, registration, advising and counseling.



**Lorain County  
Community College**



**The University  
Partnership**

*of Lorain County Community College*

1005 N Abbe Road  
Elyria, OH 44035  
[www.lorainccc.edu](http://www.lorainccc.edu)