

Medical Assistant

Health immunizations and uniforms required

Toms River Center

2 Year Program

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These health service workers assist doctors in the examination of patients and in the operation of medical offices. While duties vary from office to office, most perform clerical functions as well as clinical tasks under the supervision of a physician.

Related Job Titles

Medical Receptionist Medical Assistant
Billing and Coding Specialist
Radiology Technician
LPN or RN

Skills You Will Learn

- Medical terminology
- Record a patient's medical history
- Assist doctors with special procedures
- Computerized scheduling and software
- Insurance billing and coding
- Take vital signs
- Perform electrocardiograms and lab procedures
- Venipuncture techniques

Preferred Skills for Career Field:

You should prefer:

- Activities involving direct contact with people
- Activities of a scientific and technical nature

You should be able to:

- Work well under pressure
- Work effectively with others
- Work within set standards of accuracy
- Communicate well, written and oral
- Stand the sight of blood
- Maintain confidentiality of medical information regarding patients

Career Ladder

Medical office assistants can advance to office manager with experience. Some choose to further their education and go on to careers such as LPN, Respiratory Therapist and RN.

Continuing Education

Ocean County Vocational Technical School
Ocean County College
University of Medicine and Dentistry of NJ
Brookdale Community College

Students may complete an additional class following graduation in the area of parenteral administration (injections).

Upon passing an examination at the completion of this class, students are qualified to become a National Certified Medical Assistant.