

Medical Assistant

Health immunizations and uniforms required

Toms River Center

2 Year Program

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Jackson Center (2025)

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 Assistant
Medical Receptionist
Medical Scribe
Patient Care Tech
Phlebotomist
EKG Technician

Skills You Will Learn

- Medical terminology and abbreviations
- Patient intake/appointment scheduling
- Computerized scheduling and software
- Medical insurance and billing
- CPT-4 & ICD-10 Coding
- Electronic medical records (EMR)
- Keyboarding and medical documentation prep
- Front desk skills, including telephone skills
- Take vital signs
- Perform electrocardiograms
- Specimen Collection
- Urinalysis and Urine Culture
- Venipuncture techniques
- Assist doctors with special procedures

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

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 Assistants can advance to Certified Medical Assistant upon passing the National Center for Competency Testing certification test at the end of their second year. They could also advance to office manager/administrator and supervisory positions.

Continuing Education

Ocean County College
Georgian Court College
Colleges and Universities with Health Science Programs

Revised 11/2024