

Choose an accredited program

Many employers of allied health personnel prefer or even insist that their medical assistants have the CMA (AAMA) credential. If you graduate from a medical assisting program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES), you will be eligible to sit for the CMA (AAMA) Certification Exam. Upon successful completion of this examination you will be awarded the CMA (AAMA) credential.

CAAHEP and ABHES medical assisting programs are offered in postsecondary vocational/technical schools, community and junior colleges, and in colleges and universities. Programs usually last either one academic year (resulting in a certificate or diploma) or two academic years (resulting in an associate degree).

Students in CAAHEP and ABHES medical assisting programs apply their medical assisting skills through a supervised clinical experience. This externship enables students to further develop their skills while working under the supervision of the physician and the medical office team.

Here's what you will learn

The curriculum in a CAAHEP or ABHES medical assisting program provides both academic and clinical training in a variety of areas, including...

- Human anatomy, physiology, and pathology
- Medical terminology
- Keyboarding and computer applications
- Recordkeeping and accounting
- Coding and insurance processing
- Laboratory techniques
- Clinical and diagnostic procedures
- Pharmacology
- Medication administration
- First aid
- Office practices
- Patient relations
- Medical law and ethics

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Job opportunities abound

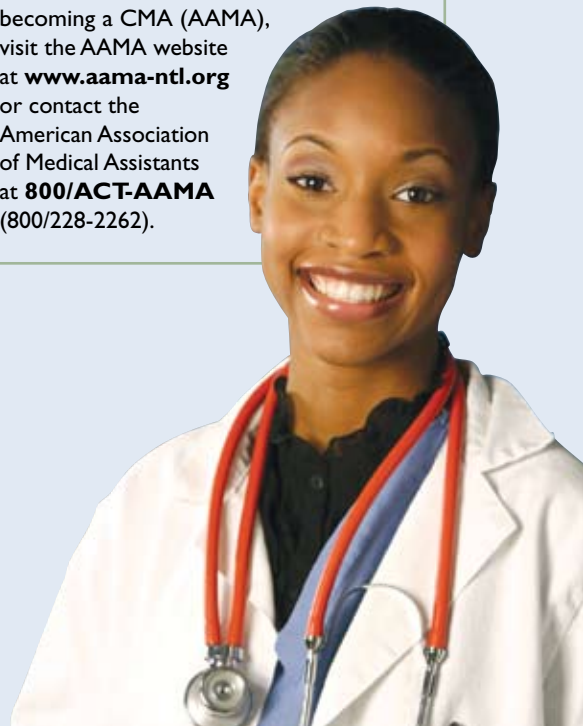
As one of the fastest growing allied health care careers, medical assisting offers terrific opportunities for advancement. Medical assistants can advance to office manager, clinical supervisor, or qualify for a variety of administrative support occupations. Some medical assistants choose to teach medical assisting. Others choose to obtain a bachelor's degree in human services, health promotion, or health services management, to name a few.

Medical assistants are paid competitive wages and can receive valuable benefits. More importantly, they have the satisfaction of knowing that they are helping others and making a positive difference in people's lives.

Want to get started?

To learn more about how you can pursue a career in medical assisting, talk to the medical assisting program director at your nearest CAAHEP or ABHES accredited medical assisting program.

To verify a medical assisting program is CAAHEP (www.caahep.org) or ABHES accredited (www.abhes.org) and to find out more about becoming a CMA (AAMA), visit the AAMA website at www.aama-ntl.org or contact the American Association of Medical Assistants at **800/ACT-AAMA** (800/228-2262).



Join the career that cares



Become a medical assistant



THE CMA (AAMA)
HEALTH CARE'S MOST VERSATILE PROFESSIONAL

Take the career quiz

Making the right career choice is an important decision. You want to be sure you'll enjoy going to work every day and that you'll be putting your talents to good use. To see if becoming a medical assistant is the right choice for you, take this simple quiz:

Are you looking for a meaningful job?

Do you like helping others?

Do you have an interest in health and medicine?

Are you a "people person"?

Are you good at multitasking—switching tasks throughout the workday?

Do you like variety in your job?

Would you like to enter a career in an expanding field?

If you answered "yes" to any of these questions, then medical assisting could be the right career choice for you. Medical assistants enjoy an exciting career, working alongside physicians in medical offices and clinics, to help ensure the best possible care for patients.



Versatility

So...what do medical assistants **actually** do?

Medical assistants have a great amount of variety in their jobs and are cross-trained to perform many administrative and clinical duties. Below is a quick overview of the types of tasks a medical assistant does during a typical workday. (*Duties vary from office to office depending on location, size, and specialty.*)

Administrative duties

Administrative duties may include...

- Using computer applications
- Answering telephones
- Greeting patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and bookkeeping

Clinical duties

Clinical duties vary according to state law and include...

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during the exam
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Authorizing prescription refills as directed
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings

Certification

Why get certified?

You can demonstrate your knowledge and commitment to professionalism by earning the CMA (AAMA) credential.

Be the **best of the best**

The CMA (AAMA) is awarded to qualified candidates who have successfully completed the CMA (AAMA) Certification Examination administered by the Certifying Board of the American Association of Medical Assistants. Like other professional designations, the CMA (AAMA) is evidence of competence in a demanding field. You'll enjoy increased respect and recognition from your professional peers and be highly valued by your employers. You'll also benefit from broader career advancement opportunities and job security.

The CMA (AAMA) credential goes **wherever you go**

The CMA (AAMA) credential is a national certification recognized by employers across the country.



Compassion

Give health care a human touch

Medical assistants are instrumental in helping patients feel at ease in the doctor's office and often explain the physician's instructions. If you have good communication skills and are often appreciated for your caring manner, then you might be well suited for a career in medical assisting.

Like working with people?

You'll enjoy contact with patients while working alongside physicians and other health care professionals.



Did you know?

Medical assisting is one of the nation's fastest growing careers, according to the United States Bureau of Labor Statistics. This can be attributed to a predicted surge in the number of physicians' offices and out-patient care facilities. Technological advancements and the growing number of elderly Americans who need medical treatment are also factors for the increased demand for medical assistants.