



# Medical Assistants

## Occupational Profile

### OVERVIEW

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling, appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Belongs to the Health Science career cluster and Therapeutic Services career pathway.

### SKILLS & KNOWLEDGE NEEDED

#### Basic Skills:

- Reading Comprehension
- Active Listening
- Social Perceptiveness
- Speaking
- Monitoring

#### Technology Skills:

- Medical Software
- Office Suite Software
- Accounting Software
- Electronic Mail Software
- Operating System Software

#### Knowledge:

- Medicine and Dentistry
- Customer and Personal Service
- Clerical
- English Language
- Computers and Electronics

### DOES THIS DESCRIBE YOU?

**Work Interests** involve descriptive categories (compatible with Holland's Model) attributed to success in this career:

- **Conventional**– Enjoy following set procedures and routines developed through higher authority; includes working with data and details more than with ideas.
- **Social** – Involves working with, communicating with, and teaching people; providing service.
- **Realistic** – Involves work activities that include practical, hands-on problems and solutions; often dealing with plants, animals, and real-world materials like wood, tools, and machinery.

**Work Styles** depict worker characteristics conducive for this career:

- **Integrity**
- **Attention to Detail**
- **Self Control**
- **Dependability**
- **Cooperation**

**Work Values** are associated with aspects of work that provide satisfaction in this career:

- **Achievement**—Sense of accomplishment; results oriented.
- **Support**—Management backing.
- **Relationships** – Provide service to others in non-competitive environment.

**Aptitudes** reflect an ability to acquire skills and knowledge for success in this career:

- **Written Comprehension**
- **Near Vision**
- **Oral Comprehension**
- **Oral Expression**
- **Problem Sensitivity**

## ESTIMATED & PROJECTED EMPLOYMENT

Occupational Title	2014 Estimated Employment	2024 Projected Employment	2014-24 Employment Change	Annual Growth Rate (%)	Total Annual Openings
Total, All Occupations	1,795,100	1,949,240	154,140	0.9	58,145
Healthcare Support Occupations	50,140	59,355	9,215	1.8	2,050
Medical Assistants	3,705	4,380	675	1.8	145

Source: <https://www.iowaworkforcedevelopment.gov/occupational-projections>

## 2017 WAGE & SALARY (\$)

Occupational Title	Mean Wage	Mean Salary	Entry Wage	Entry Salary	Exp Wage	Exp Salary
Total All Occupations	20.93	43,539	10.09	20,991	26.35	54,813
Healthcare Support Occupations	14.55	30,257	10.68	22,221	16.48	34,275
Medical Assistants	15.83	32,917	12.36	25,702	17.56	36,524

Source: <https://www.iowaworkforcedevelopment.gov/occupational-employment-and-wages>

## EDUCATION & TRAINING

Education	Work Experience	Job Training
Postsecondary	None	None

Postsecondary education is required for medical assistants.

Sources: <https://www.iowaworkforcedevelopment.gov/occupational-projections> and [https://www.bls.gov/emp/ep\\_education\\_training\\_system.htm](https://www.bls.gov/emp/ep_education_training_system.htm).

## NATIONAL CAREER READINESS CERTIFICATE (NCRC)

Skill	Median Skill Level	Minimum Skill Level	Maximum Skill Level
Applied Mathematics	4	3	5
Locating Information	4	3	5
Reading for Information	5	3	5
Applied Technology	n.a.	n.a.	n.a.
Business Writing	3	3	4
Workplace Observation	3	3	3
Listening for Understanding	2	1	2

An ACT assessment-based credential issued in determining essential work skills needed for employment success across industries and occupations. The greater the score, the greater the skill level (Bronze = 3, Silver = 4, Gold = 5, Platinum = 6 & higher). Source: <http://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments.html>

## ADDITIONAL SOURCES:

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## PRIMARY INDUSTRY SECTORS

### (Where are Medical Assistants Employed?)

Ambulatory Health Care Services  
Hospitals  
Nursing & Residential Care  
Professional, Scientific, and Technical Services  
Local Government  
Educational Services

Source: <https://www.iowaworkforcedevelopment.gov/occupational-projections>