

Medical





Getting Started

The making of a great medical assistant begins with what several medical careers start with: caring for others. In order to be a great and successful medical assistant, you also have to have some of the following traits:

- Efficient multi-tasker Being able to balance more than one patient. at a time is not uncommon on the average
- Analytical and technical Both are needed when dealing with daily tasks that require both thought and plans of
- People & communication skills Working with a variety of people make these two skills vital to your success on the job-

- Working management skills Being able to plan, delegate and communicate are all key to working management skills
- Ability to work independently Some tasks given will require working alone and force you to make decisions on your own
- Keep up with shifting medical world Staying up to date on new changes and trends in the field will make you a better

Daily Responsibilities

ADMINISTRATIVE DUTIES

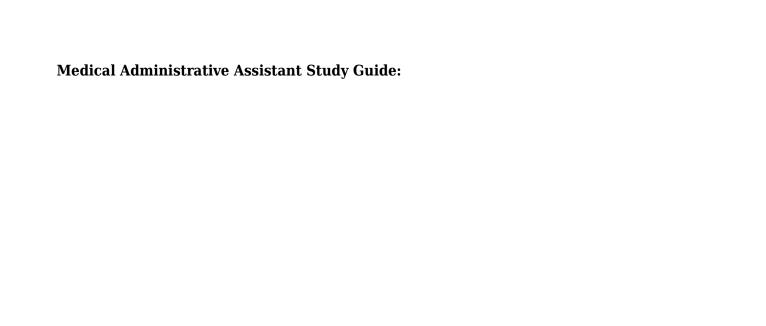
- Answering phone calls
- Keeping files & updating patient records
- Scheduling appointments
- Arranging for laboratory services, tests and results
- Greeting patients and answering initial questions

CLINICAL RESPONSIBILITIES

- Prepping examination rooms
- Removing sutures, stitches and changing bandages
- Educating patients about to undergo a procedure
- Handling prescription medication information
- Drawing blood

Medical Administrative Assistant Study Guide

R Pring



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