



Health Careers In Alaska

www.HealthCareersInAlaska.Info

Medical Assistant

Medical assistants are multi-skilled allied health professionals who work primarily in ambulatory settings such as medical offices and clinics. The responsibilities of medical assistants vary, depending on whether they work in a clinic, hospital, large group practice, or small private office.

Medical assistants work under the supervision of physicians in their offices or other medical settings. Medical assistants perform administrative and clinical duties to help the

health care delivery setting run smoothly. They answer telephones, greet patients, fill out insurance forms, schedule appointments, prepare and maintain medical records, and manage practice finances. The clinical duties of a medical assistant may include taking patient histories and vital signs, preparing patients for procedures, collecting and processing specimens, and preparing and administering medications as directed by the physician.

Medical Assistant Facts:

Where do medical assistants work in Alaska?

More medical assistants are employed by practicing physicians than any other type of allied health personnel. In rural Alaska, medical assistants are often employed by regional health corporations, state and federal agencies, or community-based health care programs.

Educational Requirements

- Graduation from high school with coursework in science, algebra, reading and writing
- Completion of a certification program. Types of certification include: CMA (Certified Medical Assistant); RMA (Registered Medical Assistant); NCMA (National Certified Medical Assistant)

Hourly Wage Range:

\$12.60-\$24.42 (Mean \$18.15)

**based on Alaska DOL data*

One of Alaska's fastest growing occupations!

Years in School:

2 years or less (after high school graduation).

Academic Programs in Alaska

University of Alaska Anchorage

Allied Health Programs, Medical Assisting Department

Web site: <http://www.uaa.alaska.edu/alliedhealth/academics/medasist/index.cfm>

University of Alaska Fairbanks

Community and Technical College

Web site: <http://www.ctc.uaf.edu/programs/health/health-med.html>

Career Academy in Anchorage, AK

Web site: <http://www.careeracademy.edu/medical.php>

Charter College in Anchorage, AK

Web site: http://www.chartercollege.edu/content/career_programs/charter_college_programs_medical_assistant.html

National Contacts:

Inquiries Regarding Careers and Certification:

American Association of Medical Assistants

Phone: (312) 899-1500

Web site: <http://www.aama-ntl.org/>

American Medical Technologists

Phone: (847) 823-5169

Toll free: (800) 275-1268

Web site: <http://www.amt1.com>

National Center for Competency Testing

Toll free: (800) 875-4404

Web site: <http://www.ncctinc.com>

