

**PATHWAY JOB:
MEDICAL ASSISTANT**



A PATHWAY TO A CAREER IN HEALTHCARE

Primary care and specialty clinics anticipate hiring 500 medical assistants over the next five years. Success in this position begins with a high school diploma, followed by postsecondary training and certificate from an accredited medical assistant program. Experience with electronic medical records systems, front- and back-office operations, communications and customer service are preferred. This is a gateway to career jobs such as medical administrative assistant, laboratory assistant, ophthalmic technician and other positions that offer higher salaries and opportunity for upward mobility.

THE JOB

THE BASICS:

- » Industry: Healthcare
- » Starting Salary: \$37,000/yr.
- » Hiring Need (5 years): 500
- » Companies Hiring: All primary care and specialty clinics

THE ROLE:

- » Versatile healthcare professional working with diverse populations in both clinical and administrative settings
- » Responsibilities include managing care flow from start to finish (e.g., obtain pertinent history/vital signs), preparing/stocking exam and workrooms, coordinating referrals with clinics and educating patients within scope

CANDIDATE PROFILE

EDUCATION REQUIREMENTS:

- » High school diploma
- » Graduate from an accredited medical assistant program

WORK EXPERIENCE:

- » Preferred: One year ambulatory care experience

SKILLS REQUIREMENTS:

- » EMR (EPIC) experience
- » Front and back office skills
- » Dedicated team player and self-motivated independent worker
- » Great communication and customer service
- » Ability to multitask, prioritize and stay organized
- » High attention to detail

PATHWAYS

K-12

- » Volunteering/Internships
 - Health centers
 - Hospitals
 - Assisted living facilities
- » Personal Initiatives
 - Informational interviews
 - Research the medical assistant job

POSTSECONDARY

- » Coursework
 - Anatomy/physiology, medical terminology for health care workers, medical billing/insurance, HIPAA
- » Licenses/Certifications
 - Current Basic Cardiac Life Support (BCLS)
 - Graduate from an accredited medical assistant program
- » Apprenticeship/Externship
 - Clinical externship - minimum of 160 hours
- » Examples of Key Programs/institutions
 - North Seattle Community College
 - Highline Community College

CAREER

- » Gateway Jobs
 - Medical administrative assistant
 - Laboratory assistant
 - Ophthalmic technician
 - Patient access representative
 - Customer service