

JOB DESCRIPTION and OCCUPATIONAL RISK

MEDICAL ASSISTING

Medical assistants are allied health professionals who assist physicians in their offices or other medical settings, in accordance with respective state laws performing a broad range of administrative and clinical duties.

Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls, scheduling appointments, insurance billing and coding, writing correspondence, serving as a liaison between the physician and other individuals, managing practice finances.

Clinical duties consist of obtaining medical histories, obtaining vital signs and other measurements, sterilizing instruments, assisting with diagnostic and surgical procedures, performing ECG's, administering medications under the direction of the physician and performing laboratory tests.

Employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2030 as the health services industry expands due to technological advances in medicine.

The earnings of medical assistants vary widely depending on experience, skill level and location. According to recent surveys by the American Association of Medical Assistants, average hourly wages for medical assistants for entry level positions ranged from **\$14.00 to \$18.00**. **Average hourly wages for medical assistants with more than 5 years of experience ranged from \$18-21**. Wages are higher in the Northeast and West and lower in the Midwest and South.

Projections for wages, growth and demand will continue to grow for Medical Assistants.

Work Environment Associated Risks

Students will be exposed to work environment associated risks, which may include:

1. Exposure to chemicals for disinfection and sterilization.
2. Handling sharp instruments
3. Exposure to infections (communicable diseases)
4. Strains (heavy lifting)
5. Exposure to latex, blood and body fluids.

OSHA Risk Factor Category: I

1. Occupational Exposure to Bloodborne Pathogens and OPIM (other potential infectious materials)
2. Occupational Exposure to Airborne Pathogens.

Exposure to infectious diseases may occur on a daily basis in this risk factor category.