JOB DESCRIPTION
Medical assistants work with patients alongside other medical staff. Key duties include: collecting and performing basic tests and preparing laboratory specimens, disposing of contaminated supplies, and sterilizing medical instruments. They also arrange medical instruments and equipment, purchase and maintain supplies, and keep waiting and examining rooms neat and clean.

MEDICAL DUTIES in Louisiana include: taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination.

ADMINISTRATIVE DUTIES include answering phones, greeting patients, updating and filing medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping.

WHAT SKILLS & TRAINING ARE NEEDED?

SOFT SKILLS:
• Medical assistants must be able to put patients at ease (Social Awareness).
• Ability to explain physicians’ instructions and work with other medical staff (Verbal Communication)

TECHNICAL AND ACADEMIC SKILLS:
• High school diploma or equivalent.
• Medical assistant-specific skills, including Medical Terminology and Anatomy & Physiology
• Ability to perform medical and administrative duties above

HOW DO I KNOW IF THIS IS A GOOD FIT FOR ME?
• You enjoy working with people.
• You like caring for others, especially during difficult times.
• You enjoy following directions.
• You pay attention to detail.

WHERE CAN I FIND TRAINING?
NEW ORLEANS CAREER CENTER
DELGADO COMMUNITY COLLEGE
NORTHSORE TECHNICAL COMMUNITY COLLEGE

HOW MUCH WILL I BE PAID ANNUALLY?
$26,990
Entry Level
$42,320
Typical
$60,470
Experienced
Medical Assistants

Medical Assistant
$12-16/hour
JumpStart-aligned credential: Advanced CCMA

Health Information Manager
$16-23/hour
4 years, BS in Health Information Management

Licensed Practical Nurse
$17-22/hour
1 year LPN program

Registered Nurse
$27-38/hour
4 year BS Nursing or 2-3 years AS in Nursing

Nurse Practitioner
$36-54/hour
BS Nursing and 2 years MS Nursing program

Occupational/Physical Therapy Aide
$11-17/hour
2 year AS Degree

Occupational/Physical Therapy Assistants
$14-25/hour
2 year AS Degree

Occupational or Physical Therapists
$28-41/hour
4 year, BS Degree and 2-3 years, MS Degree

Medical Records Technician
$13-18/hour
2 year AS HIT or AAS Degree

Radiation Technician
$25-34/hour
Credential or 2 years, AS Degree

Radiation Technologist or Therapist
$34-46/hour
1 year certification, or 2 year AS, or 4 year BS

Path to Medical Doctor
4-year MD from accredited Medical School

Path to Medical Doctor 3-7 year Residency
optional 1-4 year Fellowship

Path to Medical Doctor
4-year BS Degree in a Pre-Med related track: biology, chemistry

Registered Nurse
4-year BS Nursing or 2-3 years AS in Nursing

Occupational or Physical Therapists
4 year, BS Degree and 2-3 years, MS Degree

Radiation Technician
Credential or 2 years, AS Degree

Glossary of Terms

AAS – Associate of Applied Science, two-year college degree

AS – Associate of Science, two-year college degree

BS – Bachelor of Science, four-year college degree