



# Thinking about a Career as a Medical Assistant?

**One of the fastest growing occupations in Oklahoma!  
Medical Assisting jobs are expected to increase 51% by 2012.**

## **Job Description:**

- Keeps medical records
- Greets patients
- Performs all basic clerical duties
- Schedules appointments
- Arranges for admission to hospitals
- Laboratory services
- Checks and orders supplies

## **Basic Clinical responsibilities:**

- Obtains vitals signs
- Performs simple lab tests
- Prepares patients for examinations
- Draw blood
- Gives injections

## **Job Setting:**

- Hospitals
- Doctor's offices
- Outpatient clinics

## **\*Average Salary in Oklahoma:**

- Yearly: \$17,000-\$18,000
- Hourly: \$8.41/hr. (average)

## **Education and Training Needed:**

- High school diploma or equivalent.
- 1 year Certification/training by Northeast Technology Center

*\*Pay can be dramatically affected by compensable factors such as employer size, industry, employee credentials, years of experience and etc.*

**Please contact Northeast Technology Center for more information. Ask for Jennifer Smith, secretary for Health Careers Program (918) 825-5555 ext 2154.**