

The Complete Medical Assistant: Your Guide to a Rewarding Career in Healthcare

Are you interested in a career in healthcare? If so, you may want to consider becoming a medical assistant.



The Complete Medical Assistant

★★★★★ 5 out of 5

Language : English
File size : 251698 KB
Text-to-Speech : Enabled
Screen Reader : Supported
Enhanced typesetting : Enabled
Print length : 744 pages



Medical assistants are responsible for a wide range of tasks in a medical office, including:

- Scheduling appointments
- Taking patient histories and vital signs
- Preparing patients for exams and procedures
- Assisting the doctor with exams and procedures
- Dispensing medications
- Processing insurance claims
- Maintaining medical records

- Answering phones and emails
- Providing customer service

Medical assistants play a vital role in the healthcare system, and they are in high demand. According to the U.S. Bureau of Labor Statistics, the job outlook for medical assistants is expected to grow 19% from 2016 to 2026, which is much faster than the average for all occupations.

If you are interested in becoming a medical assistant, there are several different ways to get started.

One option is to take a medical assisting program at a community college or vocational school. These programs typically take about a year to complete, and they provide you with the skills and knowledge you need to work as a medical assistant.

Another option is to get on-the-job training. Some medical offices will hire entry-level employees and train them on the job. This is a great way to get started if you do not have any prior experience in the healthcare field.

Once you have completed a medical assisting program or have some on-the-job training, you can then apply for jobs as a medical assistant. Medical assistants are typically employed in doctors' offices, hospitals, clinics, and other healthcare settings.

The Complete Medical Assistant is the definitive guide to the medical assistant profession. This comprehensive book covers all aspects of the profession, from the basics of anatomy and physiology to the latest advances in medical technology.

With detailed instructions, illustrations, and case studies, *The Complete Medical Assistant* provides everything you need to succeed in this rewarding career.

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Benefits of Reading *The Complete Medical Assistant*

- Learn about all aspects of the medical assistant profession
- Gain the skills and knowledge you need to succeed in this rewarding career
- Prepare for the CMA (Certified Medical Assistant) exam
- Advance your career as a medical assistant

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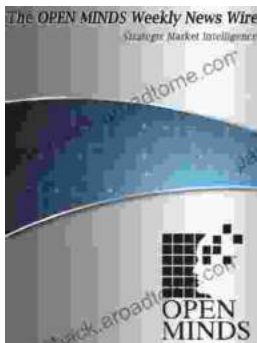
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