



# Medical Assistant

**YOU SHOULD KNOW**

What it actually takes to be a leading medical assistant today

## Getting Started

The making of a great medical assistant begins with what several medical careers start with: caring for others. In order to be a great and successful medical assistant, you also have to have some of the following traits:

- 1 Efficient multi-tasker**  
Being able to balance more than one patient at a time is not uncommon on the average
- 2 Analytical and technical**  
Both are needed when dealing with daily tasks that require both thought and plans of
- 3 People & communication skills**  
Working with a variety of people make these two skills vital to your success on the job
- 4 Working management skills**  
Being able to plan, delegate and communicate are all key to working management skills
- 5 Ability to work independently**  
Some tasks given will require working alone and force you to make decisions on your own
- 6 Keep up with shifting medical world**  
Staying up to date on new changes and trends in the field will make you a better

## Daily Responsibilities

### ADMINISTRATIVE DUTIES

- 1 Answering phone calls**
- 2 Keeping files & updating patient records**
- 3 Scheduling appointments**
- 4 Arranging for laboratory services, tests and results**
- 5 Greeting patients and answering initial questions**

### CLINICAL RESPONSIBILITIES

- 1 Prepping examination rooms**
- 2 Removing sutures, stitches and changing bandages**
- 3 Educating patients about to undergo a procedure**
- 4 Handling prescription medication information**
- 5 Drawing blood**

# Medical Administrative Assistant Study Guide

**Mometrix Medical Administrative  
Assistant Certification Test Team**



## **Medical Administrative Assistant Study Guide:**

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