



## Medical Assistants

### What do they do?

- Schedule and confirm patient diagnostic appointments, surgeries and medical consultations.
- Maintain medical records, billing, coding and information for insurance purposes.
- Draw blood and administer medication under physician's supervision
- Take and record vital signs, medical histories, and prepare patients for examination.



### What qualifications do they need?

Medical assistants need previous work-related skills, knowledge, and/or experience in addition to clinical certification.

### Wages and Job Growth

	NYC JOBS IN 2008	EXPECTED GROWTH TO 2018	AVERAGE OPENINGS PER YEAR		ENTRY LEVEL	MID-LEVEL	EXPERIENCED
Medical Assistants	8,430	21%	260	Hourly Wage	\$11.83	\$16.03	\$22.00
All NYC Occupations	3,586,410	1%	238	Annual FT Equivalent	\$24,600	\$33,300	\$45,800

SOURCE | NYCLMIS analysis of New York State Department of Labor, Occupation Employment Statistics.

■ Better than average 
 ■ About average 
 ■ Worse than average

### Where would I go to get training?

Borough of Manhattan Community College, Lehman Community College, Access Careers, Concord Rusam  
**For more information, see [www.nyc.gov/trainingguide](http://www.nyc.gov/trainingguide).**

### What kinds of companies do they work for?

Doctors' offices, hospitals, colleges and universities, and nursing care facilities.

### Who are some of the largest employers in New York City?

- **Bronx.** Jacobi Medical Center, Bronx Lebanon, St Barnabas Hospital, Union Community Health Center
  - **Brooklyn.** Brooklyn Hospital Center, Woodhull Medical Center, Lutheran Medical Center
  - **Manhattan.** Mt Sinai Hospital, Morgan Stanley Children's Hospital, NY Presbyterian-Columbia
  - **Queens.** Elmhurst Hospital, Jamaica Hospital Med Center, La Guardia Community College
  - **Staten Island.** Richmond University Medical Center, College of Staten Island, South Beach Psychiatric Center
- SOURCE | New York State Department of Labor.

### What job titles might employers use in help-wanted ads?

Medical Office Assistant, Doctor's Assistant, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator.