Medical Administrative Assistants

Medical Administrative Assistants assemble a patient’s health information including medical history, symptoms, examination results, diagnostic tests, treatment methods and all other healthcare provider services. Assistants organize and manage health information data by ensuring its quality, accuracy, accessibility and security. They regularly communicate with physicians and other healthcare professionals to clarify diagnoses or to obtain additional information. According to the Bureau of Labor Statistics, employment in this field is expected to grow much faster than average.

Be Advised
Melissa Coleman
Melissa.Coleman@dakotacollege.edu
(701) 228-5642
Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors, optometrists and other healthcare providers running smoothly. These allied health personnel are trained to perform administrative duties or to work directly with a physician.

Medical Assistants often directly assist the physician by preparing patients for exams, taking vital signs, obtaining medical histories, explaining treatment procedures, performing basic laboratory tests and setting up instrument trays.