

Medical Assistant

Beginning salary:
\$22,400

Median hourly earnings:
\$14.68

Median annual earnings:
\$31,000

Predicted growth:
31%, approximately 300 new jobs

Occupation Description

Medical Assistants perform office and some clinical duties in doctors' offices. Office duties may include scheduling appointments, maintaining medical records, and billing. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications.

General Knowledge, Skills and Abilities Required for Success on the Job

- Customer and Personal Service
- Clerical
- Social Skills
- Speaking
- Information Organization

Education and Training Needed

- Most Common Training Level: On-the-job training of several months
- Related Instructional Programs:
 - Anesthesiology Assistant
 - Chiropractic Assistant
 - Medical Office Management
 - Medical Reception
 - Optometric Assistant

Training Providers

[Sanz School](#)

1720 I St., NW
Washington, DC 20006
Phone: (202) 872-4700

8455 Colesville Rd.
Silver Spring, MD 20910
Phone: 1 (866)-275-1118

Wilston Shopping Center
6182 Arlington Blvd.
Falls Church, VA 22044
Phone: 1 (866)-275-1118

Medical Assistant Training Program: Certificate and Associate's

Sanz School's Medical Assistant Program offers a 30-week, full-time day certificate program. Sanz now offers a 15-month, full-time Associate's Degree program. Total tuition cost is \$10,800. Financial aid is available and Sanz is a DOES-certified training vendor. The site is handicapped- and public transportation-accessible.

[Southeastern University](#)

501 I St., SW
Washington, DC 20024
Phone: (202) 488-8162/8200

Medical Assistant Training Program: Certificate and Associate's

The Medical Assistant Certificate Program is 32 weeks long and meets bi-weekly. The Associate's program is 18 months long and is full-time. Tuition is \$270 per credit hour. Financial aid is available and Southeastern University is a DOES-certified training vendor. The site is handicapped- and public transportation-accessible.

[So Others Might Eat \(SOME\)](#)

SOME Center for Employment Training
2815 O St., SE
Washington, DC 20020
Phone: (202) 583-4655

Medical Assistant Training Program

The Medical Assistant Training Program prepares trainees for a career that pays a living wage with benefits. Area doctors, hospitals, insurance companies, dentists and clinics are now hiring medical office assistants, medical secretaries, medical records clerks, insurance billers and hospital admitting clerks. Key components of the program include: 1) intensive hands-on training, five days a week, with an average completion time of 24 weeks; 2) practice in a life-like medical front office with medical software; 3) student placements with area employers to provide additional on-the-job experience; 4) job placement help offered to program graduates.

[Technical Learning Center](#)

1001 Connecticut Ave., Suite 435
Washington, DC 20036
Phone: (202) 223-3500

Medical Assistant Training Program

This Medical Assistant Training Program offers 36 weeks of training (day, afternoon or evening) for those students who desire knowledge and skill development in both administrative front office and clinical back office. The program includes 160 hours externship in a medical facility in order to meet the requirements for testing as a Nationally Certified Medical Assistant. Job placement assistance is available to all trainees. Financial aid is also available.