



# Explore a Career as a **MEDICAL ASSISTANT**

## What do Medical Assistants do?

Medical assistants often take medical histories and record vital signs of patients. They are essential in the day-to-day operations of many medical practices. As their name suggests, they provide valuable support to doctors, nurses, and other licensed medical professionals. In addition, medical assistants also often help with the administrative tasks of running an office, such as answering phones, making appointments, managing computer data, and processing paperwork. Medical assistants take and record patients' personal information. They must be able to keep that information confidential and discuss it only with other medical personnel who are involved in treating the patient. In larger practices or hospitals, medical assistants may specialize in either administrative or clinical work.

## Training & Educational Opportunities

You will have plenty of employment opportunities as a medical assistant, but first you will have to complete training and earn a certificate. All programs have classroom and laboratory portions that include lessons in anatomy and medical terminology.

## As a Medical Assistant you will:

- Greet and process incoming patients
- Measure blood pressure
- Measure height and weight and take temperature
- Obtain vital signs
- Perform routine clinical tasks
- Prepare patients for exams
- Take patient histories

## Medical Assistants are in demand in Kankakee County!

Kankakee County employment of medical assistants is expected to increase through 2020. The U.S. Bureau of Labor Statistics recognizes the job outlook for medical assistants as growing much faster than average.

# Medical Assistant

## Training Providers

The following certified training providers offer programs and certifications to train for a career as a medical assistant:

- Prairie State College
- South Suburban

Career scholarships may be available if you qualify.



## Types of Employers

There are many types of employers looking to hire medical assistants in Kankakee County, including:

- Ambulatory care facilities
- Dentist offices
- Doctor offices
- Hospitals
- Outpatient centers

## Wages & Openings

### Medical Assistant Employment Data for Kankakee County

Average Starting Hourly Wage	\$11.26
Average Hourly Wage With Experience	\$18.87
Average Annual Job Openings Kankakee County	26
Average Annual Job Openings Chicago Metro	560

## Opportunities

After earning your medical assistant certificate, you will have many opportunities for advancement. Some opportunities include:

- Clinical Team Leader
- Lead Medical Assistant
- Medical Assistant Instructor
- Medical Office Manager
- Medical Records and Health Information Technician
- Transcription Supervisor



**Kankakee Workforce Services**  
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