

Those employed within the field of Medical Assisting perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioner's running smoothly. Responsibilities include preparing patients to see physicians, making appointments, and assisting with exams and minor surgeries.

What type of career can I have with this major?

Since this major is so comprehensive, you will have a variety of excellent employment opportunities.

- Health Information Clerk
- Health Information Technician
- Health Services Manager
- Medical Assistant
- Medical Records Technician
- Medical Services Manager
- Ophthalmic Laboratory Technician
- Reimbursements Specialist

Where can I work?

This profession provides you with a choice of various work environments including government agencies, non-profit organizations, for-profit agencies, public and private companies, and firms.

- Chiropractor Offices
- Clinics
- Government Agencies
- Health Clinics
- Home Health Care Settings
- Medical Offices
- Physicians Offices
- Podiatrist Offices
- Private Agencies
- Public Health Departments
- State and Federal Health Care Agencies

What type of professional organizations and resources are available in this industry?

There are many professional organizations that offer resources, articles, job opportunities, training and conference information. We suggest you visit each organization's website to gather more information and contacts in your field.

- Accrediting Bureau of Health Education Schools
- American Association of Medical Assistants
- American Medical Technologist
- American Society of Podiatric Medical Assistants
- Joint Commission on Allied Health Personnel in Ophthalmology
- National Healthcareer Association

What type of Medical Assisting program does San Diego Mesa College offer?

The program at San Diego Mesa College provides specialized training for employment in medical offices, clinics, hospitals, and other organizations requiring a background in medical office procedures. Knowledge of these specialized skills and tools will assist students seeking an entry-level medical assisting position upon graduation.

- Certificate of Achievement: Medical Assisting
- Associate in Science: Medical Assisting

See college catalog for program descriptions, course titles, and areas of emphasis.

Associates Degrees/Certificates

Getting Started

- Step 1: [Application](#) - Start by completing the online application for admission
- Step 2: [Program Specific Application](#) – Complete the program specific Medical Assisting program application
- Step 3: [Orientation](#) - Complete the online New Student Orientation (Flash player required)
- Step 4: [Assessment](#) - Visit the Assessment office to learn about English and math testing
- Step 5: [Advisement](#) - Complete the online First Semester Planning Workshop
- Step 6: [Registration](#) - Register for classes

While You're Taking Classes

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|---|----------------------|------------------------------|
| Update your resume and craft a cover letter | Attend job fairs | Conduct industry research |
| Look into a restaurant job/internship opportunities | Perform job searches | Think about transfer options |
| Find a mentor | Expand your network | |

See the Transfer or Career Center for assistance

Pathway to becoming a Medical Assistant

1. Complete your certificate or associates in Medical Assisting.
2. Although California doesn't enforce licensure through the state, it is recommended to ensure competitiveness in the job market that you seek certification or registration by sitting for a State or National exam.
3. Once you obtain your certification, seek a position in the medical assisting field.

Information above adapted from <http://www.wikihow.com/Become-a-Medical-Assistant-Fast>