

Medical Administrative Assistant Study Guide Tennessee|dejavuserifcondensed font size 13 format

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[Medical Administrative Assistant Study Guide](#)

Medical administrative assistants, also known as medical secretaries, perform administrative functions for a hospital or clinic using their knowledge of medical terminology and applications. They can work in a variety of locations with common job titles like unit secretary, medical office assistant, patient coordinator or admissions coordinator.

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Medical assistant careers are growing incredibly fast—and that growth is creating strong demand for professionals with real-world relevance. In our Medical Office Assistant training, textbook and online lessons give you job-ready skills so you can become the organizational cornerstone every medical practice needs to run the office.

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A medical assistant is a multi-skilled allied health care professional that specializes in procedures commonly performed in the ambulatory health care setting. Medical assistants perform both clinical and administrative duties and assist a variety of providers including physicians, nurse practitioners and physician assistants.

[Medical Assistant - Test-Guide.com](#)

By providing clinical and administrative support, medical assistants form the backbone of a medical office - and many medical offices realize the value in these highly-trained personnel. Expert Contributor. According to the Bureau of Labor Statistics (BLS), the demand for medical assistant will increase 23 percent from 2014 to 2024.

[Medical Assistant: Career Info & Requirements - Study.com](#)

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Medical Assistants are healthcare professionals who support medical practices by performing various administrative and clinical tasks. Medical Assistants can perform a variety of clinical tasks including: patient care, ECG and other diagnostic tests, phlebotomy and pharmacology.

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A medical assistant works alongside physicians, nurses and others in healthcare teams, typically in outpatient settings such as clinics and medical offices. A medical assistant tends to both clinical and administrative tasks that increase quality of patient care and improve office efficiency.

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The Medical Assistant program is designed for career opportunities as a professional, multi-skilled person dedicated to assisting in patient care management. The medical assistant performs clinical, laboratory, and administrative skills in clinics, doctor offices, and other health care agencies.

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What is a Medical Assistant? As a medical assistant, you will work directly with doctors and patients. There are two types of medical assistant positions: administrative and clinical. You may do one or the other, or possibly both, depending on the needs of the facility in which you work. Below is a brief listing of job summaries of both positions.

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Common Medical Abbreviations Every Medical Assistant Should Know They often serve a vital role in both clinical and administrative functions, including insurance communications and billing. To fulfill these duties, medical assistants need to understand the language, terminology, and common abbreviations.

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