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**13 Incredibly Easy Steps To Be A Perfect Medical Assistant**

By Danni R., CMA, CCMA, CMAA

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(You are right, of course I am exaggerating!)

Formal training in medical assisting, while generally preferred, is not always required. Some medical assistants are trained on the job, although this is becoming more and more less common than in the past. Applicants usually need a high school diploma or the equivalent. Recommended high school courses include mathematics, health, biology, typing, bookkeeping, computers, and office skills. Because medical Assisting students must acquire both administrative skills, and competencies, and clinical skills and competencies prior volunteer experience in the healthcare field, or working as a nurse assistant or home health aide can be very helpful.

Although there is no licensing for medical assistants, some States require them to take a test or a course before they can perform certain tasks, such as taking x-rays. Employers prefer to hire experienced workers or certified applicants who have passed a national examination, indicating that the medical assistant meets certain standards of competence.

There is no easy recipe for making the perfect medical assistant; in fact, it takes hard work, interest, uniqueness, and a dedication that comes from deep within. Some may think it all starts at the medical office, where the medical assistant works diligently, side by side with the physician and other health care professionals, applying all skills learned. But this could not have been achieved without the knowledge and willingness to share with others during your training. In other words: Your success begins in the class room, and continues at the work place! A typical curriculum usually includes, but is not necessarily limited to:

- 1.) Anatomy and Physiology
  - (a) Anatomy and physiology of all the body systems
  - (b) Common pathology/diseases

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(c) Diagnostic treatment modalities

2.) Medical Terminology

- (a) Basic structure of medical words
- (b) Word building and definitions
- (c) Applications of medical terminology

3.) Medical Law and Ethics

- (a) Legal guidelines/requirements for health care
- (b) Medical ethics and related issues
- (c) Risk management

4.) Psychology

- (a) Basic principles
- (b) Developmental stages of the life cycle
- (c) Hereditary, cultural and environmental influences on behavior
- (d) Mental health and applied psychology

5.) Communication

- (a) Principles of verbal and nonverbal communication
- (b) Recognition and response to verbal and nonverbal communication
- (c) Adaptations for individualized needs
- (d) Applications of electronic technology
- (e) Fundamental writing skills.

6. Medical Assisting Administrative Procedures

- (a) Basic medical office functions
- (b) Bookkeeping and basic accounting
- (c) Insurance and coding
- (d) Facility management

7.) Medical Assisting Clinical Procedures

- (a) Asepsis and infection control
- (b) Specimen collection and processing
- (c) Diagnostic testing
- (d) Patient care
- (e) Pharmacology
- (f) Medical emergencies
- (g) Principles of radiology

8.) Professional Components

- (a) Personal attributes
- (b) Job readiness
- (c) Workplace dynamics

(d) Allied health professions and credentialing

9.) Externship

(a) A minimum of 160 contact hours

(b) Placement in an ambulatory health care setting

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Advanced Medical Assistant of America

<http://www.certmedassistant.com>

Medical Assistant Net

<http://www.medicalassistant.net>

Danni R. is a certified medical assistant through the AAMA and NHA, and MA Instructor at such well known vocational training institutions. Her background is a unique blend of healthcare sciences and

freelance web design and graphic arts, which makes her the ideal author for medical assisting articles and online courses. It is this fusion of contrasting disciplines that makes her work so successful on the Internet!

### **Considerations in Distance Education for the Medical Assistant Instructor**

**By Dr. Mark Stout**

Medical Assistant distance education is emerging to meet the demands of a new generation of students in the twenty first century. St. Augustine Medical Assistant School distance education program for medical assistant presents a good model for this integration of technology with medical assistant education. Distance education, particularly in its most recent form, online education, is being integrated into even the most cautious and conservative of educational institutions. Yet the impact of these alternative forms of teaching and learning on students, faculty, and institutions has yet to be broadly or deeply studied. New models such as that at St. Augustine Medical Assistant School are immersing. St. Augustine Medical Assistant School is available at:

Distance education is not new, and can be traced as far back as the first century. The Apostle Paul wrote to the early Christian churches, instructing them from a distance (even when he was under 'house arrest' in Rome). This was probably the first type of 'correspondence course', which was the only method of learning at a distance until the advent of the telephone. Today, distance education and in particular online medical assistant instruction calls upon an impressive range of technologies to enable medical assistant instructor and the medical assistant student who are separated by distance to communicate with each other either in real time (synchronous) or delayed time (asynchronous). Currently and asynchronous model used at St. Augustine Medical Assistant School to instruct medical assistant students. This has proven to be a very effective model however the medical assistant

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program is currently investigating the benefits of synchronous online medical assistant instruction and the benefits it may have for the medical assistant student.

Medical Assistant distance learning epitomizes the move away from institute based learning to a more direct, student centered approach. As a concept, distance learning has existed for over a century, notably in the form of paper based correspondence courses including the less formal correspondence education for medical assistants. Now however, distance education is depending increasingly upon technology for its success and technological innovations ensure that distance learning for the medical assistant continues to evolve and grow as a valid and potent force in all forms of education for the medical assistant.

The task of the medical assistant distance educator is therefore to obviate these problems as much as possible by mixing and matching techniques, creating and maintaining a stimulating environment, and offering opportunities for medical assistant students to communicate with each other and with the medical assistant teaching staff on a regular basis. The medical assistant educators will also need to change their traditional role as well. Many remote medical assistant students need a great deal of social support, and medical assistant distance educators may find themselves spending more time offering one-to-one tutorials and less time lecturing. St. Augustine Medical Assistant School at

is leading today's technology in medical assistant education.

When designing medical assistant educational systems and materials for medical assistant distance in delivery the medical assistant teacher must consider not only learning outcomes, but also centered requirements and technical constraints for the medical assistant. Also to be considered are the needs, characteristics, and individual differences of both the students, the teachers and future medical assistants.

Medical assistant distance education for the medical assistant then, should not be viewed as a means of reducing costs, but as an opportunity to raise standards. It is also about providing quality medical assistant learning opportunities for those who, for one reason or another, have previously been excluded from this basic human right. Medical Assistant distance education will quickly become the norm and not the exception for the twenty first century medical assistant. St. Augustine Medical Assistant School distance education program for medical assistant presents a good model for this integration of technology with medical assistant education. The St. Augustine Medical Assistant model can be reviewed at:

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Dean of Education St. Augustine Medical Assistant School  
Distance Education and Informatics Specialist

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Considerations in Distance Education for the Medical Assistant Instructor

Medical Assistant Career Opportunities

One Year Programs: Medical Assistant School

What is a Medical Assistant?

Medical Assistant — Where are the Men?

Stretch Assistant Software

Bread And Biscuit Baker's And Sugar–Boiler's Assistant

Disaster Preparedness and Crime Protection Manual

HIV/Aids Healed by the Power of God

How To FINALLY Stop Smoking...Once and For All!



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