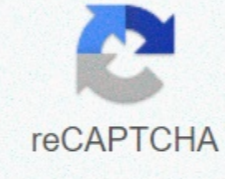




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## Ncct medical office assistant study guide

Medical assistants are critical to effective patient care and success. Working with physicians, nurses and other staff, these professionals help with patient procedures, take vital signs and tension. Medical assistants in the cardiology field perform these basic functions in addition to more specialized duties. Cardiologist specializes in diagnosis and treats conditions in the heart and blood vessels. Medical assistants in this field must be highly qualified and capable of this sensitive job. Cardiovascular Medical Assistants generally assist by patient preparation for cardiovascular procedures, accurately recording heart test results, implement Holter Monitors for Patients, take electrocardiograms electrocardiograms, and patient education on medicines and nutrition. Due to the nature of this work, medical assistants in this environment should have some knowledge of heart conditions, such as angina, heart failure, heart disease valves and heart attacks. Patients who often require medicine and specialized care. Medical assistants must be able to address basic questions about prescribed medications and any special referrals the doctor makes. Seeing a specialist can be dreaded, but medical assistants can help curb a patient's concerns by explaining what will take place once the cardiologist enters the room. The assistant then helps to prepare the patient for examination and assist the specialist during the exam. Once the exam is conducted, the assistant collects the lab specimens to send cuts for further testing if necessary. Cardiologists determine irregularities that using an EKG. Medical assistants use this device to measure the electrical activity at the pulse. Once the results are interpreted, a cardiologist, can find out if parts of the heart are too large or are too worked. Despite specialist exams and determining the findings, the medical assistant usually performs the EKG. Medical cardiology assistants must graduate from an accredited medical assistant program. While some general medical assistant jobs do not require certification, cardiology and other specialized fields typically require certification. You can earn certifications from organizations such as American Medical Technology, National Center for Skill Testing and the American Association of Medical Assistants. Medical assistants earned a median annual salary of \$31,540 in 2016, according to the American Labor Bureau. At the low end, medical assistants earned a 25 percent salary rate of \$26,860, meaning 75 percent earn more than that amount. The 75th percent salary is \$37,760, meaning 25 percent earn more. In 2016, 634,400 people were employed in the U.S. as medical assistants. Medical office specialists and medical assistants work in similar environments and have the same educational requirements. The three different factors are employment, average income and job demand. It's a good idea to make a goal comparison before choosing the path you want to take. Medical assistants earn \$29,370 a year on average in 2012, according to O\*Net Online. That works out at an average hourly rate of \$14.12, and most work 40 hours a week. In 2010, more than half a million medical assistants are hired and the job is expected to see a 31 percent increase in opportunities in the year 2020. It's a growth BLS category as much faster than average. Medical assistants don't need to own more than a high school diploma, though some schools offer formal training classes. Programs typically last a year and result in a certificate or diploma. Many medical assistants, however, learn from on-the-job training. Assistants record vital patient signs, prepare blood samples for testing and assist doctors with medical exams. Critical duties can also be performed as necessary. Medical assistants spend many of the times working directly with patients, making it a job possibility for someone who enjoys helping others and who understands sympathy. Medical office specialists are medical secretary. They averaged \$31,350 a year in 2012, says O\* Net Online. Medical secretary also doesn't need a formal education to enter this field, and most learn their duties while on the job. Though they work in the same environment as medical assistants, their immediate environment is a comfortable office. They specialize in clerical tasks such as filling passwords, taking dictation, drawing shapes, answering phones and taking messages. A medical office specialist should enjoy being organized and methodical. Both career fields have limited promotional opportunities without pursuing a higher education. Medical assistants can move up to supervised positions, says the American Association of Medical Assistants, while medical office specialists can move up to administrative positions. If a medical assistant enjoys working with patients with wanting more, he or she might return to school and become a registered nurse, who averaged \$65,470 a year in 2012. An office specialist who enjoys his work could pursue an education as a healthcare service manager, who's average \$88,580 that same year. Most medical assistants meet both front- and rear-office jobs. Front-office jobs include critical duties, such as answering phones and scheduling appointments. Back-office duties include vital sign recordings of a patient, medical history, and any symptoms or concerns in preparation for his visit with the doctor. The expectations pay rate of a medical assistant depends on a number of factors. According to the Bureau of Labor Statistics, medical assistants earn an average of \$30,550 per year in 2012. A 2013 wage survey conducted by the American Association of Medical Assistants found that certified assistants enjoyed an average starting salary of \$25,848, earned an average of \$30,756 after between six and nine years of work experience, and earned an average of \$36,038 per year with 16 or more years of experience. As of February 2014, back-office medical assistants earn an average of \$35,000 per year, job reports and salary sites. While doctor's offices employ more medical assistants than any other type of healthcare facility, they tend to pay less than hospitals and care facilities for external patients. In 2012, the BLS found that doctors' offices were paid an average of \$30,740 per year, while hospitals were paid an average of \$31,750 with patient centers that paid an average of \$31,980. AAMA reported similar conclusions in its 2013 salary survey, with medical assistants working at doctors' offices crossing \$29,749 and those employed by hospitals who are selling \$33,745 per year. When it comes to paying high for medical assistants, the Western Pacific region of the United States including the state of Alaska and Hawaii -- is one of the highest in average in the country, and pays average \$33,322. AAMA reports that New England CMAs enjoyed its second highest regional average payment, \$30,997 per year. The Northern Central State enthusiastized Great Lak reported the lowest average earnings -- \$28,614. According to the BLS, Alaska reported the highest paid medical assistants in 2012, at \$39,900 a year. West Virginia reported the lowest average salary -- \$24,360. Indeed they found that California was offering an average salary of \$38,000 back to February 2012 medical assistants, while those in New York reported an average salary of \$42,000 a year. The BLS estimates that the number of medical jobs helping in the United States will grow by 29 percent between 2012 and 2022, much faster than the average growth rate of 11 percent expected for all occupation. Besides a positive job perspective, the careers also offer the possibility of benefits; according to AAMA, 73.7 percent of medical assistants receive health insurance by their employers, 71.6 percent receive dental insurance and 60.5 percent receive vision insurance. Medical assistants earned a median annual salary of \$31,540 in 2016, according to the American Labor Bureau. At the low end, medical assistants earned a 25 percent salary rate of \$26,860, meaning 75 percent earn more than that amount. The 75th percent salary is \$37,760, meaning 25 percent earn more. In 2016, 634,400 people were employed in the U.S. as medical assistants. The first thing I do when I enter the office is to turn on the computer and sign in to the EMR (Electronic Medical Files) system. I then continue to check all of the exam rooms, equipment, and machinery to make sure they are stocked and fully functioning. At this point I would also do a quick scan of our inventory to see if must be ordered. And I would go to the list of patients to be seen for the day and put in notes for those who need to update their information. Then our patients would start arriving. Throughout the day, I help answer phone, make appointments, call back, find registered patients, charge them into the exam room, make their intake, and help the doctors with the appropriate treatment they're providing. This includes helping with prescription preparation and/or adjustments, assisting with medical and cosmetic procedures, cleaning up patients and exam rooms, providing injury care instructions, and directing them to schedule a follow-up appointment. At the end of the day, we make sure that all of the required and appropriate finished passwords, quiz rooms are clean, musical instruments are sterilized, and specimens prepared to be sent. Finally, before I leave the office, I make a quick run at making sure everything is in its proper place and all the cars are turned off. The Refugee Medical Program (RMA) program provides short-term medical assistance to newly qualified refugees to ORR benefits. Refugee Medical Assistance is an important part of the Largest Cash and Medical Assistance (CMA) program. Medical Assistance refugees are available to ORR-eligible populations who cannot obtain Medicaid. The benefits, which are generally similar to Medicaid, last for up to eight months to the date of arrival in the U.S., the final grant date is granted asylum, or certification as a trafficking victim. In addition to providing access to health care while refugees begin to rebuild their lives, the Refugee Medical Assistance Fund allows refugees to complete a Refugee Medical Screening (RMS) on arrivals in the U.S., protect public health and provide early health interventions. State government or state-alternative programs administering the RMA and RMS programs. In some states, a Designe Designe administrator administers the state's refugee program in place of the State Government. Refugee Medical Assistance and Refugee Medical Screening Programs differ by locals. Services vary depending on state Medicaid programs and medical screening processes. State government and state-alternative agencies are required to limit the delivery of Refugee Medical Assistance and Refugee Medical Screening programs to State Plans and assessments submitted to ORR. The Medical Assistance Awards are allocated annually as part of money formulas. Contact your State Refugee Coordinator to learn more about the Refugee Medical Assistance program in your state. State.

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