

Administrative Medical Assistant Certificate 2023-2024

Program Description

Administrative Medical assistants complete administrative tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice. 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 (*Medical Assistants: Occupational Outlook Handbook: U.S. Bureau of Labor Statistics, 2022*).

Career Outlook

For the most current information refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" You can find it here www.bls.gov/ooh/healthcare/medical-assistants.htm

Salary Forecast

The median annual wage for medical assistants was \$37,190 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount, and half earned less. The lowest 10 percent earned less than \$29,070, and the highest 10 percent earned more than \$48,170.

In May 2021, the median annual wages for medical assistants in the top industries in which they worked were as follows:

Outpatient care centers	\$38,270
Hospitals; state, local, and private	37,800
Offices of physicians	37,150
Offices of chiropractors	30,100

Most medical assistants work full-time. Some work evenings, weekends, or holidays to cover shifts in medical facilities that are always open (*Medical Assistants: Occupational Outlook Handbook: U.S. Bureau of Labor Statistics, 2022*).

Admission Requirements

Complete the online application at www.abbeeducation.com. Administrative Medical Assistant admission requires a physical examination, up to date vaccination record, and current CPR.

This is a limited enrollment program.

Contact Information

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