

Job Outlook?

“Medical assistant is projected to be one of the fastest growing occupations between 2004 to 2014.”

[U. S. Dept. of Labor](#)



**GRAY & ASSOCIATES, INC./
THE LEARNING CURVE**

710 W. Capitol St.
Jackson, MS 39203

Phone: 601-352-5321
E-mail: learningcurve01@aol.com

CAREER ADVANTAGE@

**THE
Learning Curve**
A Division of Gray & Associates, Inc.

Medical Assistant Program



**710 W. Capitol St.
Jackson, MS 39203
(601) 352-5321**

Medical Assisting

About the Program

Medical assistants serve an important role on the healthcare team by performing a wide variety of clerical and clinical skills. If you are looking for a career that features opportunities to work in the administrative, laboratory, and patient care areas of a physician's office or clinic, hospital, surgical center or other healthcare setting, medical assisting may be just what you're looking for.

Program Goals

Students in this program will learn to:

- Perform clerical procedures
- Provide patient care
- Communicate effectively
- Instruct patients
- Perform medical office operational functions
- Demonstrate professionalism in a healthcare setting

This career-focused and fast-track approach gives students the advantage of achieving these goals within 4 to 6 months. A certificate is awarded upon completion.



Admissions Process

- Application
- High School Diploma or GED
- Career Counseling Session



Job Responsibilities

The duties of medical assistants vary from setting to setting. Medical assistants perform administrative tasks, such as answering telephones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, and scheduling appointments.

They may also perform some clinical procedures that involve collecting lab specimens, sterilizing lab equipment, or drawing blood. Clinical medical assistants may instruct patients about medications, authorize drug refills as directed, and prepare patients for x-rays.

Medical Assistant Careers

- Medical Receptionist
- Medical Secretary
- Patient Coordinator
- Medical Insurance Clerk
- Medical Lab Assistant
- Admissions Clerk
- Phlebotomist



Labor Statistics

According to the latest research, about 6 out of 10 graduates work in physician offices; 14 percent work in public and private hospitals; and 11 percent work in other healthcare offices, such as chiropractors, optometrists, and podiatrists. The rest work in outpatient care centers, public and private educational services, medical and diagnostic laboratories, and nursing care facilities.

For more information about this program call us @ (601) 352-5321.