

Target Group:



Occupational Profile

Medical Assistant

Standard Occupational Code 31-9092.00

What They Do

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Is This For You?

Work Interests are described in the following categories (compatible with Holland's Model). People who tend to succeed in this career are:

Social – involves working with, communicating with, and teaching people.

Conventional – involves following set procedures and routines.

Realistic – involves work activities that include practical, hands-on problems and solutions.

Work Values are aspects of work that are satisfying to you. The following work values are generally associated with this career:

Support – offer supportive management that stands behind employees.

Relationships – allow employees to provide service to others and work with co-workers in a friendly non-competitive environment.

Achievement – results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment.

Abilities reflect a person's aptitude to acquire skills and knowledge. The following abilities are important for success in the career:

- Oral Comprehension
- Oral Expression
- Problem Sensitivity
- Near Vision
- Written Comprehension

Skills You Need

- Speaking
- Active Listening
- Reading Comprehension
- Social Perceptiveness
- Monitoring
- Critical Thinking
- Coordination
- Writing

Education & Training

Medical assistants need **an associate's degree in medical assisting or vocational training.**

Medical assistants are required to be licensed by the South Dakota Board of Medical & Osteopathic Examiners.

SD Employment & Wages

2014 Workers	2024 Workers	Numeric Change	Percent Change	Average Annual Demand for Workers	Median Annual Wage
1,060	1,150	90	9%	30	\$28,230

Additional References

Labor Market Information Center

www.dlr.gov/mic

Career OneStop

www.careeronestop.org

O*Net Online

www.onetcenter.org

mySkills myFuture

www.myskillsmyfuture.org

Requirements for the National Career Readiness Certificate (NCRC)

	Median Skill Level
Applied Mathematics	4
Reading for Information	5
Locating Information	4
Business Writing	3
Workplace Observation	3
Listening for Understanding	2

Where They Work

The South Dakota Industries which employ the largest number of medical assistants are:

- General Medical and Surgical Hospitals
- Offices of Physicians
- Offices of Other Health Practitioners
- Other Ambulatory Health Care Services
- State Government

Additional References

Labor Market Information Center

South Dakota Dept. of Labor Regulation

605.626.2314

Visit www.dlr.sd.gov/mic and choose Career Exploration & Planning from the left-hand menu, then Hot Careers to obtain most recent workforce data and trends and more resources, including this document. Also available are explanations of the terms used in the work interests, work values, abilities and skills sections of this occupational profile.

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