



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 – Talking to others to convey information effectively
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

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.

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

SD Employment & Wages

2016 Workers	2026 Workers	Numeric Change	Percent Change	Average Demand for Workers	Average Annual Wage
1,040	1,230	90	19%	30	\$29,580

Activities: what you might do in day

- Record vital statistics or other health information
- Clean patient rooms or patient treatment rooms
- Prepare patient treatment areas for use
- Interview patients to gather medical information
- Assess physical conditions of patients to aid in diagnosis or treatment
- Give medications or immunizations
- Control prescription refills or authorizations
- Collect biological specimens from patients

Additional References

Career OneStop

www.careeronestop.org

O*Net Online

www.onetcenter.org