

For information on becoming a *Medical Assistant* see **Sources of additional information** within this brochure.

**For information on youth employment opportunities**, contact a career counselor at your high school or employment counselor or job and information center coordinator at your local NH Employment Security Office.

Berlin (752-5500)

151 Pleasant Street, P.O. Box 159, 03570-0159

Claremont (543-3111)

404 Washington Street, P.O. Box 180, 03743-0180

Concord (228-4100)

10 West Street, P.O. Box 1140, 03302-1140

Conway (447-5924)

518 White Mountain Highway, 03818-4205

Keene (352-1904)

109 Key Road, 03431-3926

Laconia (524-3960)

426 Union Avenue, Suite 3, 03246-2894

Lebanon (448-6340)

85 Mechanic Street, 03766-1506

Littleton (444-2971)

646 Union Street, Suite 100, 03561-5314

Manchester (627-7841)

300 Hanover Street, 03104-4957

Nashua (882-5177)

6 Townsend West, 03063-1217

Portsmouth (436-3702)

2000 Lafayette Road, 03801-5673

Salem (893-9185)

29 South Broadway, 03079-3026

Somersworth (742-3600)

6 Marsh Brook Drive, 03878-1595

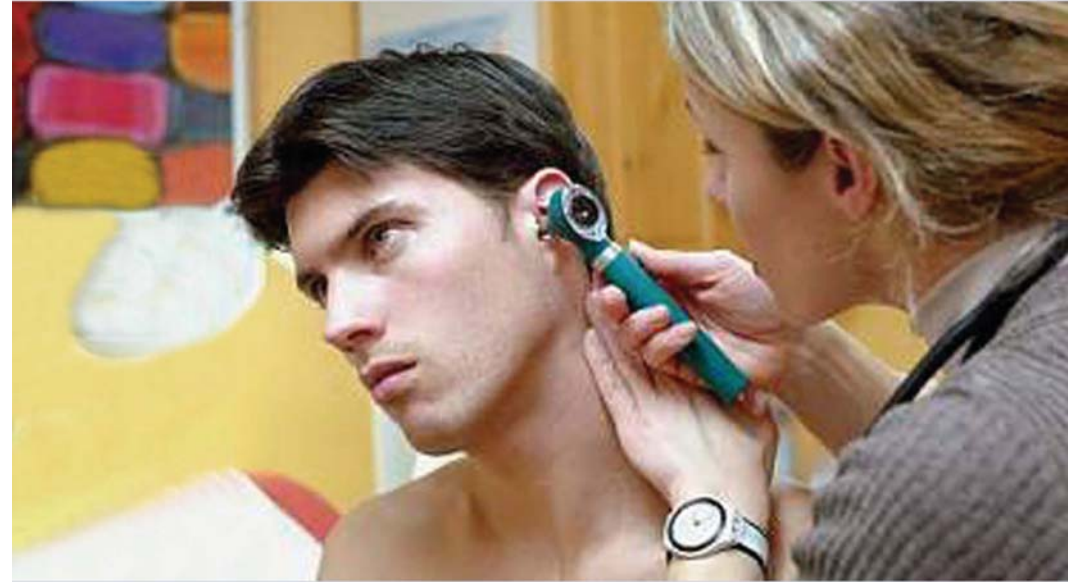


For more information on this series of brochures, or to find out about our other products, contact us at:

New Hampshire Employment Security  
Economic and Labor Market Information Bureau  
32 South Main Street, Concord, NH 03301-4857  
Phone: (603) 228-4124, E-mail: [elmi@nhes.nh.gov](mailto:elmi@nhes.nh.gov), Web site: [www.nh.gov/nhes/elmi](http://www.nh.gov/nhes/elmi)

SOC 31-9092  
NHCRN 03/09

# So, you want to be a ...



## Medical Assistant Health Science

Projected to be among the fastest growing occupations  
(New Hampshire Occupational Projections, 2006-2016)

Here are a few things  
you should know.



Your gateway to New Hampshire workforce and career information



**You'll want to know a few things about this career**

**Average Hourly Wage**  
\$14.60

**Expected 10 year Growth**  
42%

**Average Annual Openings**  
64

### Training/Education Needed

On-the-Job, Apprenticeship, or Military Training  
Job prospects best for those with formal training or experience. See Medical Assistant Programs available in NH at <http://.nhnetwork.nhes.state.nh.us/nhnetwork/> (NHNetwork)

### Basic Skills

Reading, listening, writing, speaking, science

### Job Skills

Customer service, calm manner, manual dexterity, visual speaking, acuity.  
(Also service orientation, writing, active listening, speaking, social perceptiveness, information gathering, must respect the confidential nature of medical information and complex problem solving)

**So, you want to be a ...**



## Medical Assistant

**Projected to be among the fastest growing occupation** (New Hampshire Occupational Projections, 2006-2016)

### Tasks

Source: O\*Net Online

1. Record patients' medical history, vital statistics and information such as test results in medical records.
2. Prepare and administer medications as directed by a physician.
3. Interview patients to obtain medical information and measure their vital signs, weight, and height.
4. Authorize drug refills and provide prescription information to pharmacies.
5. Clean and sterilize instruments and dispose of contaminated supplies.
6. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
7. Show patients to examination rooms and prepare them for the physician.
8. Explain treatment procedures, medications, diets and physicians' instructions to patients.
9. Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections or removing sutures.
10. Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.

**Interests**  
(Holland Code)

**SCR**

(Social, Conventional, Realistic)

**Interest Area**

Health Science

**Working Conditions**

Comfortable well-lit clean environment

**Average Work Week**

At least 40 hours  
(May face long hours, frequent travel, and pressure of deadlines.)

**Sources of Additional Information**

NH Employment Security  
(Contact office nearest you or go online to [www.nh.gov/nhes/](http://www.nh.gov/nhes/))

American Association of Medical Assistants  
20 No. Wacker Dr., Suite 1575  
Chicago, IL 60606  
[www.aama-ntl.org](http://www.aama-ntl.org)

Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike Suite 314 N  
Falls Church, VA 22046  
[www.abhes.org](http://www.abhes.org)

American Medical Technologists  
10700 West Higgins Road  
Rosemont, IL 60018  
[www.amt1.com](http://www.amt1.com)