

STANDARDS FOR CAREER READY PRACTICE

- Apply appropriate technical skills and academic knowledge
- Communicate clearly, effectively, and with reason
- Develop an education and career plan aligned with personal goals.
- Apply technology to enhance productivity.
- Utilize critical thinking to make sense of problems and persevere in solving them.
- Practice personal health and understand financial literacy.
- Act as a responsible citizen in the workplace and the community.
- Model integrity, ethical leadership, and effective management.
- Work productively in teams while integrating cultural and global competence.
- Demonstrate creativity and innovation.
- Employ valid and reliable research strategies
- Understand the environmental, social, and economic impacts of decisions.

The AC²E Vision

The Academy for College and Career Excellence, in partnership with our parents and community, strives to create a safe environment where students are empowered to discover their strengths and to achieve their maximum potential. Students are encouraged to become lifelong learners who are prepared to meet the challenges of a culturally diverse society along with the demands of current and future job markets.

ROP/CTE COURSES OFFER

(Not all courses are offered each semester)

- 911 Communications Dispatcher*
- Private Security Guard*
- Criminal Justice
- Early Childhood Development
- Culinary Arts
- Woodworking Occupations
- Furniture & Cabinet Manufacturing
- Cyber Security*
- Unmanned Aerial Vehicle*
- Pharmacy Technician*
- Medical Assistant
- Registered Dental Assistant*

*Open to adults

Populations Served

- Black Rock High School
- Twentynine Palms High School
- Yucca Valley High School
- Adult Learners

For More Information:

www.morongousd.com/CTEOfferings.aspx

Christy Bong, CTE Specialist
christy_bong@morongo.k12.ca.us
(760) 228-1162, ext. 3421

Gary Talley, Principal, ACCE
gary_talley@morongo.k12.ca.us
(760) 228-1162

Garett Gruwell, Director of Secondary Curriculum
garrett.gruwell@morongo.k12.ca.us
(760) 367-9191, ext. 4223



**Morongo Unified School District
Academy of College & Career
Excellence**

Medical Assistant





Becoming a Medical Assistant

This course provides the basic skills necessary for employment in a physician's office or medical clinic. Medical assistants perform administrative and certain clinical duties under the direction of a physician. In California medical assistants are unlicensed but can be certified by an organization approved by The Medical Board of California. Successful completion of this course will prepare students to take a certification exam administered by the California Certifying Board of Medical Assistants. 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.

Why a career as a Medical Assistant?

Medical assistants complete administrative and clinical 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' duties include:

- Record patient history and personal information
- Measure vital signs, such as blood pressure
- Help physicians with patient examinations
- Give patients injections or medications as directed by physicians and as permitted by state law
- Schedule patient appointments
- Prepare blood samples for laboratory tests
- Enter patient information into medical records

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.

Electronic health records (EHRs) are changing some medical assistants' jobs.

More and more physicians are adopting EHRs, moving all their patient information from paper to electronic records. Assistants need to learn the EHR software that their office uses.

Career Outlook

Employment of medical assistants is projected to grow 19 percent from 2019 to 2029, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

An increasing number of group practices, clinics, and other healthcare facilities will also need support workers, particularly medical assistants, to complete both administrative and clinical duties. Medical assistants work mostly in primary care, a steadily growing sector of the healthcare industry.

Medical assistants are expected to have good job prospects; however, those who earn certification and have familiarity with electronic health records (EHRs) may have better job prospects.

Sample Salaries for medical assistants

Outpatient care centers	\$38,860
Hospitals; state, local, and private	\$37,050
Offices of physicians	\$35,870
Offices of chiropractors	\$31,470

*Source: Bureau of Labor Statistics