

# Medical Assistant Apprenticeship



Looking for not just a job, but a career? Take a closer look at becoming a

## Medical Assistant

If you are a Californian resident with a disability looking to get into the workforce, now is the time to start a rewarding career as an apprentice Medical Assistant!

**The Ready, Willing and Able initiative is currently recruiting for high-quality positions as an apprentice Medical Assistant in the Walnut, California area.**

The program equips students with essential skills for medical office environments, covering various areas from medical responsibilities to front office operations. Registration involves an online application, attending a mandatory orientation, and a meeting with a counselor.

**Through combining paid employment with on-the-job training and formal technical instruction, as an apprentice Medical Assistant, you will:**

- Earn while you learn
- Develop practical skills and experience in a real world setting
- Study towards a nationally recognized qualification
- Work and learn alongside industry professionals

**Pre-Requisites:**

- High school diploma (or GED equivalent).
- 9 months of training
- Hybrid schedule 2 days online/ 2 days on campus
- Classes are held Monday, Tuesday, and Wednesday from 4:30 pm to 9:30 pm.
- A Medical Assistant's day is dynamic and multifaceted, necessitating a blend of clinical proficiency and interpersonal skills.

**Did you know that upon qualification Medical Assistants enjoy a median starting salary of \$40,156? \***

<https://www.salary.com/research/salary/benchmark/medical-assistant-certified-salary>

### HOW TO APPLY

To apply now please email [recruitment@readywillingable.us](mailto:recruitment@readywillingable.us)  
For more information phone **Alexandra Mendoza** on **949 685 9020**



Ready, Willing and Able is a partnership between the California Department of Rehabilitation and the Institute for Workplace Skills and Innovation America which seeks to aide Californians with disabilities to access exciting full-time career opportunities.

[www.readywillingable.us](http://www.readywillingable.us)

# Medical Assistant

## What You Need To Know

A Medical Assistant's day is dynamic and multifaceted, necessitating a blend of clinical proficiency and interpersonal skills. Their shift typically begins with a review of the day's appointments and patient files, preparing them for the consultations ahead. Throughout the day, they engage in a range of activities including recording patients' history and personal information, measuring vital signs, and assisting doctors during examinations.

Medical Assistants are also instrumental in patient education, explaining medical instructions and answering any queries to ensure understanding and compliance. They're involved in preparing and administering medications as directed by a physician, collecting lab samples, and performing basic laboratory tests. Their responsibilities extend to administrative tasks such as scheduling appointments, maintaining patient records, and filling out insurance forms.

In the realm of patient interaction, they're often the first point of contact, managing reception duties, and providing a comforting presence for those in distress. They liaise between doctors and patients, handling communications and sometimes providing updates to patients' families.

Their shift concludes with ensuring patient records are updated with the day's medical interventions and observations, and preparing the clinic or department for the next day or shift. Medical Assistants collaborate extensively with healthcare professionals, playing a pivotal role in the operational efficiency of medical facilities.

## What Do You Need To Succeed In This Role?

**This position is ideal for individuals who exhibit:**

- **Compassion:** Essential for those in discomfort or facing anxieties about their health, showing understanding and kindness is crucial.
- **Adaptability:** The healthcare environment is fast-paced and ever-changing. Being able to adapt to various situations and tasks is key.
- **Communication Skills:** Vital for conveying important information between patients, healthcare providers, and possibly patients' families. This includes excellent listening, verbal, and written communication skills.
- **Organizational Skills:** Juggling multiple tasks, from patient records to appointment schedules, requires strong organizational abilities and a keen attention to detail.
- **Clinical Skills:** Basic clinical competence is necessary for tasks like drawing blood, administering medication, and measuring vital signs.
- **Professionalism:** Handling sensitive information confidentially and maintaining a professional demeanor in all patient interactions is a must.
- **Teamwork:** Collaborating effectively with a diverse healthcare team, including doctors, nurses, and administrative staff, is vital for streamlined operations and patient care.



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