**Medical Administrative Assistants: What Do They Do?**

When calling a medical office, you’ll almost assuredly be greeted by a medical administrative assistant, who acts as a friendly and knowledgeable initial liaison with the public. It is this person’s job to complete a number of front-office duties, including scheduling appointments, directing calls to appropriate personnel and handling insurance information.

In this capacity, the medical administrative assistant plays a vital role in **establishing fluid business operations and ensuring optimal client support**.

The medical administrative assistant role can vary drastically depending on the healthcare practices’ needs. Still the range of daily responsibilities often revolves around:

* Scheduling/confirming electronic and written patient appointments
* Answering a multi-line phone system and returning messages
* Providing patients with all applicable medical and insurance forms to complete
* Completing numerous bookkeeping duties
* Mailing patient bills and invoices
* Entering all medical and patient information into an electronic data system

For those who want to enter an ever-changing and growing medical field without the stress that usually accompanies healthcare positions, an administrative assistant position could be for you. You’ll work in a traditional office setting, often with a schedule void of nights and weekends. According to the [U.S. Bureau of Labor Statistics](http://www.bls.gov/ooh/healthcare/medical-assistants.htm) in 2010, the median pay for administrative assistants was $28,860 per year and the department reported this field is expected to grow 31% by 2020.

**Ready to get started?**

A rewarding career as a medical administrative assistant begins with selecting the best school for you. At **Ultimate Medical Academy (UMA)**, our medical administrative assistant program teaches all the skills needed to work in the field. Students can earn a diploma in as few as 10 months, or invest more time pursuing an advanced associate’s degree.

Students enrolled in UMA’s medical administrative assistant program learn to:

* Maintain efficient running of healthcare facilities and offices
* Process critical claims and update medical records
* Apply customer service concepts and principles in providing quality care
* Prepare for the CMA-A certification with the National Healthcareer Association (NHA)
* Develop a career-development plan and essential life skills for job success

The medical administrative assistant associate program can be completed in as few as 18 months, building upon the diploma program by offering training in:

* Processing healthcare claims and medical records.
* Coding medical and surgical procedures
* Applying customer service concepts and principles in providing quality care
* Developing, planning and identifying tools for career success
* Learning how to use field-based medical transcription software

**Concerned about an educational time commitment?**

Whether you’re juggling a full-time job, full-time family or both, UMA makes it convenient to complete a medical administrative assistant diploma or degree by offering **on-line learning**. Instead of working your schedule around class times and travelling to a specified location, the classroom comes to you.

As long as you have a dedicated Internet connection, your class work can be completed from anywhere and anytime.

If you are looking for a new career path or to jumpstart your education, consider a career as a medical administrative assistant. By maintaining a medical facility’s daily operations, you’ll help ensure doctors and nurses provide consistently optimal patient care and make your own impact on the healthcare industry.