

Medical Office Assistant (MOA)

Ranked **#20** Best Health Care Jobs & **#87** Best Jobs in the 2016 US
News and World Report/Careers

What Medical Office Assistants Do:

Medical Assistants perform a variety of tasks that generally includes traditional office work, such as handling the front desk, answering phones and filing insurance forms, as well as medical tasks such as drawing blood and preparing it for lab tests, administering injections and making sure medical histories are accurately recorded.

Where They Work:

Medical Assistants are most often employed by physicians' offices, General Medical and Surgical Hospitals, Office of Other Health Practitioners, Outpatient Care Centers and Employment Services.

Salary Information:

Mean Hourly Wage: \$15.76 in New York State
Mean Annual Wage: \$32,780 in New York State
The lowest 10% earn \$11.05/hour and \$22,980 annually

*Please note: The mean wage is an average wage. Salary may increase as medical office assistant's experience and education increases. Industry also will affect salary. Physicians' offices and hospitals generally pay the highest wages. The lowest 10% of salary may reflect those with the least experience.

Career Outlook:

According to the Bureau of Labor Statistics Occupational Outlook Handbook, the employment of phlebotomy technicians is projected to grow 25 percent from 2012 to 2024, which is much faster than the average for all occupations. Hospitals, diagnostic labs, blood donor centers, and other locations will hire phlebotomists.



Program at Queensborough Community College:

According to the Bureau of Labor Statistics, the employment of medical assistants is projected to grow 23 percent from 2014 to 2024, which is much faster than the average for all occupations. As the baby-boom population ages and preventative treatment continues to grow, physicians are expected to hire more assistants to perform administrative and clinical duties.

Advising, career counseling & job search assistance are offered at no charge to students during and upon completion of any course or program at Queensborough Community College, Office of Continuing Education.

To speak to an Advisor, contact:

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*Source: Bureau of Labor Statistics, December, 2015, State Occupational Employment & Wage Estimates. Sources for Career Snapshots include Bureau of Labor Statistics Occupational Outlook Handbook, O'Net, and US News and World Report/ Careers 2016 issue.