



# MEDICAL ASSISTANT

How transitioning service members and veterans can move successfully into a civilian Medical Assistant job

Medical Assistants perform a range of administrative and clinical duties under the direction of a physician and work primarily in hospitals, physicians' offices, and other healthcare facilities. Their specific duties vary depending on the needs and size of their work environment.

## QUICK STATS

- High School - Vocational**
- 0 - 2 Years Experience**
- \$11 - \$24/hour**

## POTENTIAL MILITARY TRAINED JOB CANDIDATES

A look at the number of service members serving in military occupations related to civilian Medical Assistants in a given year and the number who transition out provides a snapshot of the potential number of candidates who might fill these jobs in Illinois. Innovative education and employment programs that recognize military training and experience can entice military trained applicants to Illinois.

	AIR FORCE  4N0X1 Aerospace Medical Service	ARMY  68W Combat Medic Specialist	NAVY  HM/0000 Hospital Corpsman Basic	Totals (National)
Service Members				
Serving in the Military as of 9/30/15	10,935	36,274	9,939	57,148
In Occupation who left the Military in FY 2015	1,082	5,608	2,474	9,164

## COMPARISON OF CIVILIAN AND MILITARY TRAINING/EDUCATION CURRICULA

There are only a few gaps between the typical civilian Medical Assistant education curriculum and military training curricula for related military occupations. These gaps are bridged by many Service members through on-the-job training and experience. Moreover, academic or employer-developed bridge training programs can help military trained applicants fill these potential training gaps.

Medical Assistant Postsecondary Education Program Curriculum (From Commission on Accreditation of Allied Health Education Programs (CAAHEP))	AIR FORCE 4N0X1 Aerospace Medical Service	ARMY 68W Combat Medic Specialist	NAVY HM/0000 Hospital Corpsman Basic
Anatomy and Physiology	★	★	★
Medical Terminology	★		★
Medical Law and Ethics	★	★	★
Psychology	★		★
Communications (oral and written)	★	★	★
Medical Assisting Administrative Procedures	★	★	★
Medical Assisting Clinical Procedures	★	★	★
Medical Assistant Externship	★	★	★

- ★ = subject is fully covered in the military occupation's training
- ★ = subject is partially covered in the military occupation's training
- Blank = subject is not covered in the military occupation's training

## COMPARISON OF CIVILIAN AND MILITARY JOB DUTIES

Service members holding military occupations related to civilian Medical Assistants perform many of the same job duties as civilian Medical Assistants. Many have had years of hands-on experience and can be readily trained in job duties they haven't performed.

86%

62%

86%

Percentage of Civilian Medical Assistant Job Duties Performed by Military Occupation

CIVILIAN Medical Assistant Job Duties	AIR FORCE 4N0X1 Aerospace Medical Service	ARMY 68W Combat Medic Specialist	NAVY HM/0000 Hospital Corpsman Basic
Record vital statistics or other health information	■	■	■
Assess conditions of patients to aid in diagnosis or treatment	■	■	■
Clean patient rooms or patient treatment rooms	■		■
Interview patients to gather medical information	■	■	■
Prepare patient treatment areas for use	■		■
Give medications or immunizations	■	■	■
Collect biological specimens from patients	■	■	■
Control prescription refills or authorizations			
Explain technical medical information to patients	■		■
Clean medical equipment	■		■
Dispose of biomedical waste in accordance with standards	■	■	■
Process medical billing information			
Conduct diagnostic tests to determine patient health	■		■
Perform clerical work in medical settings	■	■	■
Schedule patient procedures or appointments			
Administer basic health care or medical treatments	■	■	■
Assist practitioners to perform medical procedures	■	■	■
Inventory medical supplies or equipment	■	■	■
Operate medical equipment	■	■	■
Prepare medical instruments or equipment for use	■	■	■
Apply bandages, dressings, or splints	■	■	■

## ABILITY TO MEET ILLINOIS JOB REQUIREMENTS

Military trained applicants have received extensive training and, while not required to be certified in the military, many are close to meeting civilian certification requirements and could likely do so with some additional preparation or study.

Illinois Requirement		AIR FORCE 4N0X1 Aerospace Medical Service	ARMY 68W Combat Medic Specialist	NAVY HM/0000 Hospital Corpsman Basic
Education/Training	Education or training (usually non-credit training) program preferred	544 Hours	640 Hours	560 Hours
Licensure	Not Required	Not Required	Not Required	Not Required
Certification	Preferred	Not Required	Not Required	Not Required

This work is a component of a larger project by the Council for Adult and Experiential Learning (CAEL), in collaboration with Solutions for Information Design (SOLID) and with funding from Michael Reese Health Trust. See the Military 101 resource for more detail on military occupations and the Opportunities in Healthcare: Chicago Career Pathways, for more detail on civilian healthcare career pathways.

Visit [Veterans.gov](https://www.veterans.gov) for more resources for veterans interested in pursuing employment/training in the field, healthcare employers interested in learning more about hiring veterans, and other stakeholders supporting veterans.