

U.S. Department of Labor Employment and Training Administration, Office of Apprenticeship (OA) Washington, D.C. 20210	Distribution: A-541 Hdqtrs A-544 All Field Tech A-547 SD+RD+SAA+; Lab.Com 	Subject: Revision to an Existing Apprenticeable Occupation: Medical Assistant Code: 200.1
Symbols: DSNIP/KAJ		Action: Immediate

PURPOSE: To inform the OA, State Apprenticeship Agencies (SAA) staff, Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of a revision to an existing apprenticeable occupation:

Medical Assistant
 O*NET-SOC Code: 31-9092.00
 RAPIDS Code: 1085CB
 Type of Training: Competency-Based

BACKGROUND: Mr. Gene Ellis, Former Region I State Director on behalf of the Dartmouth Hitchcock Medical Center in Exeter, New Hampshire, submitted the following occupation: Medical Assistant for apprenticeability determination for a revision to the type of training and the term.

The revision of Medical Assistant has revised the type of training from time-based to competency-based. The time-based approach was 4,000 OJL hours. A Medical Assistant will perform any combination of the following duties under the direction of a physician to assist in the examination and treatment of patients: Interviews patients, measures vital signs; such as pulse rate, temperature, blood pressure, weight, and height, and records information on patients' charts. Prepare treatment rooms for examination of patients. Hands instruments and materials to doctor as directed. Schedule appointments, receive money for bills, keeps X-ray and other medical records, perform secretarial task, and completes insurance forms. May key data into computer to maintain office and patient records.

The revised Medical Assistant will be added to the List of Occupations Recognized as Apprenticeable by OA when the list is reissued as a competency-based occupation. A suggested Medical Assistant Work Process Schedule and Related Instruction Outlines are attached.

If you have any questions, please contact Kirk Jefferson, Apprenticeship and Training Representative, at (202) 693-3399.

ACTION: OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.

NOTE: This bulletin is being sent via electronic mail.

Attachments:

- [O*NET-SOC CODE: 31-9092.00 RAPIDS CODE: 1085CB](#)
- [Work Process Competencies \(Technical\) Metrics](#)