



Berufsprofil Medizinische/r Fachangestellte/r



Englisch

Designation of occupation

Medical assistant

Recognised by ordinance of 26 April 2006 (BGBl. I p. 1097)

Duration of traineeship

3 years

The venues for training are the company and part-time vocational school (Berufsschule).

Field of activity

Medical assistants work in GP and specialist practices, hospitals and other institutions providing medical care. They are also employed in medical laboratories, in company medical departments and in the public health service. In addition, they work in healthcare institutions and organisations.

Occupational skills

Medical assistants

- assist in examinations, treatment and surgical operations, and help in emergency cases
- support and advise patients before, during and after treatment
- inform patients regarding the aims and possibilities of preventive care and aftercare
- conduct measures to ensure hygiene
- conduct laboratory work
- apply regulations and guidelines relating to environmental protection
- organise workflows and monitor time schedules
- are involved in quality management
- perform administrative tasks
- document treatment procedures and record the services provided for accounting purposes
- determine the materials needed and procure and manage these
- make use of information and communications systems
- observe the regulations regarding data protection and data security
- work in a team and process oriented manner.