

Veterinary Receptionist

INDUSTRY FACTS



What do veterinary receptionists do?

This program will prepare you to become a veterinary assistant and a medical office manager. Veterinary assistants work with

animals daily. You'll also gain the market flexibility to work as a medical office manager in a veterinary clinic or in a variety of other medical facilities and move into a management role as you gain experience.

Here's a breakdown of what your day-to-day might look like:

- Feeding, bathing, and exercising animals
- Monitoring and nursing animals after surgery
- Restraining animals during exams and procedures
- Cleaning and prepping equipment and facilities
- Managing day-to-day operations
- Creating and updating electronic health records
- Scheduling and coordinating appointments
- Verifying patient insurance

Where do they work?

Veterinary assistants work primarily in veterinary clinics and practices. Medical office managers work in any type of medical facility. Completing both veterinary assisting and medical office manager training gives you the option to manage a veterinary office.



How much do they earn?

How much you earn depends on what field you choose. Salaries and benefits will vary by employer, geographic location, and experience. But veterinary assistants earn between \$21,170 and \$30,460 a year on average, while medical administrative assistants earn an average salary of \$39,000 a year.

How's the job outlook?

Veterinary assistants are part of the rapidly expanding pet industry, valued at \$60 billion a year. Medical administrative assistants work in the rapidly growing healthcare industry. The U.S. Department of Labor estimates the demand for veterinary assistants will grow to 16,000 new jobs before 2026.*

*U.S. Department of Labor, Bureau of Labor Statistics

"I was very impressed with what CareerStep had to offer. Affordable pricing for a comprehensive program, combined with the support and flexibility I needed. A perfect choice!"

JESSICA, CAREERSTEP LEARNER
JULY, 2019

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PROGRAM DETAILS

Improve Your Life

When it comes to career training, you'll find a lot of posers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push. A nudge in the right direction—and your whole life could change. New doors opened. New worlds discovered. New opportunities explored.

Prepare For A Better Job

Our expert-designed program developed in collaboration with large employer partners, including images, exercises, learning games, and instructive videos to increase your understanding of key concepts. You will complete the training prepared to pass the Certified Medical Administrative Assistant (CMAA) exam.

Learn Your Way

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from sign-up through course completion.

- Learner support
- Technical support
- Career support

Get Certified

We'll prepare you to take nationally recognized exams so you can explore greater opportunities in your area. Your training includes a free exam voucher, a \$117 value.

- **Certified Medical Administrative Assistant (CMAA)**
This nationally recognized credential is backed by the National Healthcareer Association. It proves your administrative competence and capability to keep physician or veterinarian offices and clinics running efficiently.

Program Outline

Course

Program Orientation

Computer Fundamentals

Microsoft Office 2019: Foundations Course

HealthCare Foundational Knowledge and Basic Science

Business Writing

Veterinary Assistant Foundations

Medical Administrative Assistant

Communication and Customer Service in the Healthcare Office

Medical Laws and Ethics

Program Completion

TOTAL HOURS: 270