

## ARE YOU SURE

If you can answer yes to more than 13 of the following statements, you should look into **MEDICAL ADMINISTRATIVE SPECIALIST** as a possible career.

1. I would like to work in an office.
2. I like to work with other people and communicate with the public.
3. I like to work with detail and organize things.
4. I can work with my hands and fingers well.
5. I like math.
6. I like grammar.
7. I like spelling.
8. I have a good vocabulary and can speak well.
9. I like to learn new things whenever I can.
10. I take pride in the way I dress and look.
11. I like to keep records.
12. I like to explain ideas to others.
13. I can take direction easily.
14. I can commit names, details, and facts to memory.
15. I enjoy computer work or learning computer software.

## THINGS TO THINK ABOUT

- \* You may have other duties to perform.
- \* Additional clerical skills will enable more rapid advancement.
- \* Must deal with all types of personalities.
- \* Work is usually pleasant, varied, dignified, and performed in attractive business or professional surroundings.
- \* Advancement opportunities may be somewhat limited.
- \* Some of the people you have to deal with will be demanding, rude and/or overbearing.
- \* You must be able to deal courteously with the general public, make routine administrative decisions, write legibly, spell and use correct grammar, be alert and pay close attention to detail.