

# PROGRAM OUTLINE

## Medical Assistant

Medical Assistants are trained to perform administrative work, perform certain basic clinical procedures and assist with examinations and lab work. Duties may include answering phones, scheduling appointments, and performing bookkeeping related functions. Students will learn to obtain and record health histories, vital signs, weight and height. In some cases they may test vision, draw blood, and perform basic lab procedures. Graduates of this program may pursue certification by passing national measures and proficiency examination with the National Center for Competency Testing.

Job opportunities may exist with physicians, job opportunities exist in medical offices, outpatient, health maintenance organizations, and public health agencies. This program is represented to lead to multiple job opportunities and is not meant to lead to any particular outcome. While job placement assistance is offered, finding a job is the ultimate responsibility of the student. The institute does not guarantee that any student will be placed in a training related job or at all.

**Method of Delivery:** Residential/On-Campus

### Admission Requirements:

Individuals applying for this course of study are required to:

- ◆ Be at least 17 years of age, under age 18 requires parental permissions. Age will be verified with individual's ID, if no ID is available then a Birth Certificate will be required.; and
- ◆ Present proof of secondary education (High School Diploma or General Equivalency Diploma)

### Program Outline:

Subject #	Subject Title	Contact Hours			
		Lec	Lab	Ext	Total
MT100	Medical Terminology	30	00	00	30
AP100	Anatomy and Physiology	30	00	00	30
AP101	Pathophysiology	30	00	00	30
MOS100	Medical Office Administrative Procedures	30	00	00	30
ML100	Medical Law and Ethics	30	00	00	30
PT100	Pharmacology	20	40	00	60
COM100	Computer Applications 1 (Keyboarding)	10	20	00	30
COM101	Computer Applications 2 (Word/Excel/Power Point)	10	20	00	30
COM102	Computer Applications 3 (Access/Outlook)	10	20	00	30
INS100	Medical Insurance 1	30	00	00	30
INS101	Medical Insurance 2	30	00	00	30
EHR100	Electronic Health Records 1 (Front Office)	10	20	00	30
EHR101	Electronic Health Records 2 (Clinical)	10	20	00	30
CB100	Career Basics	10	20	00	30
PSE100	Personal Skills & Ethics (Oral)	30	00	00	30
PSE101	Personal Skills & Ethics (Written)	20	10	00	30
CLIN100	Clinical Procedures 1: Fundamentals of Clinical MA	10	20	00	30
CLIN101	Clinical Procedures 2: Assisting with Medications	10	20	00	30
CLIN102	Clinical Procedures 3: Assisting with Medical Specialties	20	40	00	60
CLIN103	Clinical Procedures 4: Diagnostic Procedures	20	40	00	60
CLIN104	Clinical Procedures 5: Assisting with Surgery	20	40	00	60
CLIN105	MA Credentialing and Exam Review	30	00	00	30
MA110	Medical Assistant Externship	00	00	160	160
<b>Total Clock Hours</b>		<b>450</b>	<b>330</b>	<b>160</b>	<b>940</b>