



Program Outline

Medical Assistant

Program Description:

The Clinical Medical Assistant program is comprehensive course designed to teach students the skills needed to provide care for patients in a clinic setting. The program focuses on both administrative and clinical competencies such as anatomy and physiology of all body systems, administrative functions such as appointment scheduling, insurance billing, and office management, as well as clinical functions including administering medications, venipuncture skills, obtaining and recording medical histories and vital signs, and preparation of the patient and treatment rooms for physician examinations. Upon completion, graduates may pursue a career in a clinical setting under the supervision of a licensed physician and function as a vital part of the healthcare team. Students have 5 years from the date of training to sit for the exam. To obtain a job in this career field, students do not have to be certified to work. It is up to the employer to require certification or if they will accept hands on experience.

A certificate of completion is provided at the end of the course. Upon successful completion of the Medical Assistant program, students will be able to obtain jobs as a Medical Assistants, Phlebotomy Technicians, or EKG Technicians in the following areas:

- Private practices
- Urgent Care Clinics
- Outpatient Care Facilities
- Primary Care Offices
- VA clinics/hospitals
- Mobile Clinics
- Paramedical examiners

Course Hours:

720 Clock hours with 160 hours in clinical and 560 hours of classroom/lab

Course Title	Description	Lect/Lab/Ext/Total Clock Hours
MA 100	Introduction to Medical Assisting	40/0/0/40
MA 200	Fundamentals of Ambulatory Care	40/0/0/40
MA 300	Coding and Billing	40/0/0/40
MA 400	Advanced Ambulatory Care Administration	40/0/0/40



MA 500	Fundamentals of Clinical Assisting	100/0/0/100
MA 600	Assisting with Medications	70/0/0/70
MA 700	Assisting with Medical Specialties	40/0/0/40
MA 800	Assisting with Clinical Laboratory Procedure	70/0/0/70
MA 900	Job Seeking	10/0/0/10
MA 1000	Clinical Externship	0/200/0/200
TOTAL HOURS		450/200/0/650