

MEDICAL ASSISTANT DIPLOMA

900 Clock Hours

PROGRAM OBJECTIVE

The program is designed to prepare students for an entry-level position as a Medical Assistant in a private physician's office or clinic. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the Medical Assistant to include front and back office skills.

PROGRAM DESCRIPTION

The program focuses on a broad range of skills necessary for the medical office, which include: admissions, vital signs, assessment, preparing patients for physical examinations and/or treatment, performing lab work, operating diagnostic equipment and performing EKGs.

| COURSE # | PROGRAM BREAKDOWN BY COURSE | CLOCK HOURS |
|-----------------------------|---|-------------|
| MA100 | Medical Terminology | 100 |
| MA101 | Medical Office Management | 100 |
| MA102 | Anatomy & Physiology | 100 |
| MA103 | Word Process. & Bus. English (keyboarding) | 100 |
| MA104 | Clinical Procedures | 100 |
| MA105 | Laboratory Procedures I | 100 |
| MA106 | Laboratory Procedures II | 100 |
| MA107 | Clinical Externship | 200 |
| Co- Requisite CPR-BLS100 | Basic Life Support for the Health Care Provider | |
| | Total | 900 |

Entrance Requirements

High school diploma or GED

Tuition and Fees

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|--------------|--------------------|
| Tuition | \$15,250.00 |
| Registration | <u>50.00</u> |
| Total | \$15,300.00 |

Note: Tuition includes: books, uniforms and certification fees.
This entry-level program does not offer any career path.