

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

#### Entrance Requirements

High school diploma or GED

#### Tuition and Fees

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

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