



# Medical Assisting

approved by American Association of Medical Assistance (AAMA)



MEDICAL ASSISTING is a fast paced rewarding career where your knowledge and skills will be in demand in many health care facilities. A medical assistant is a multi-skilled professional who works with patients and medical staff for the ultimate goal of quality patient care. A versatile member of any health care team, the medical assistant works with the physician in both administrative and clinical procedures in the medical office. You will learn how to assist the physician with patient examinations and diagnostic procedures, perform EKGs and laboratory procedures. You will also study anatomy and physiology, hematology, pharmacology and the administrative duties involved in running a medical office. Students spend the first year studying administrative skills. In the second year, the students develop advanced skills of a clinical medical assistant. A clinical internship in the second year of the program will be scheduled. At the completion of the program you will be eligible to apply for national certification as a Medical Assistant if all academic and attendance requirements are successfully completed.

## Work Environment

The medical assistant is prepared for entry-level employment in a variety of occupations in the health care industry. Various job titles are: Medical Assistant, Medical Secretary, Medical Receptionist, Billing Clerk, Insurance Claims Processor and Medical Collections.

## Career Opportunities

Laboratories	HMO's
Medical Clerks	Medical Offices
Clinics	Hospitals
Industry	Urgent Care Centers

## Advanced Standing Available\*

Monroe College  
Pennsylvania College of Technology  
SBI Campus  
SUNY Canton  
Wilson Tech

\*Advanced Standing may be available to those who successfully complete this Tech course. See Articulation Agreements on page 41.

## Employment Outlook

A new trend in health occupations is that of a multi-skilled worker. Medical Assistants fill this need. The high cost of care demands workers who are competent in many areas.

**Starting Salaries:** \$28,000/year, depending on experience and condi-

tions, with a 40 hour work week.

Part-time work is available and hours may include evenings and weekends.

## Student Supplies

First year juniors, one year seniors

1. Navy blue scrubs, top and pants

Second year eligible clinic seniors

1. White pants
2. Nursing shoes
3. Name pin
4. Physical examination
5. Watch with second hand (not digital)

## Helpful Preparatory Courses

- Biology

## Academic credits integrated:

See chart, page 26

## CTE Endorsement

In order to be granted the Technical Diploma endorsement, students must successfully meet the academic and attendance criteria for a two-year Wilson Tech Certificate of Completion, including Career and Financial Management (CFM), and pass the following national certification exam: National Center for Competency Testing (NCCT) Medical Assisting exam and complete the clinical internship.

## Course Outline

- Communications
- Medical Law and Ethics
- Anatomy & Physiology
- Phlebotomy/Venipuncture
- First Aid
- Laboratory Procedures
- Pharmacology
- Clinical Practices
- Sterilization Techniques
- Infection Control
- Medical Terminology
- Electrocardiography
- Medical Specialties
- Computer Introduction
- Medical Administrative Duties
- Accounts Management
- Office Management
- Billing Procedures
- Vital Signs
- Clinical Internship

## Consider these classes at Tech

- Certified Personal Trainer
- Early Childhood Education
- Medical Laboratory
- Nurse Assisting/Prof. Health Careers

All placements are based upon individual needs and approval from the district and parent/guardian.