

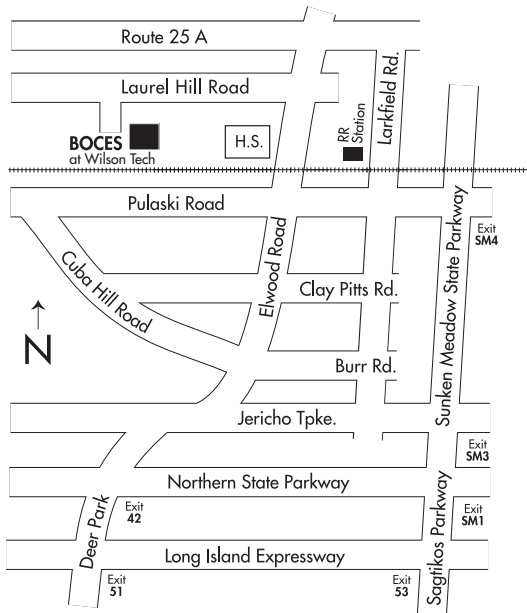
Faculty

Joann Howell, CMA, BS
Instructor

Here we are:

Medical Assisting Program

Western Suffolk BOCES
located at Wilson Tech' Northport campus
152 Laurel Hill Road
Northport, NY 11768
(631) 261-3721



Medical Assisting



*a Western Suffolk BOCES program
located at Wilson Tech's Northport campus*

152 Laurel Hill Road
Northport, N.Y. 11768

631/261-3721

Dr. Michael J. Mensch
Chief Operating Officer
Kenneth R. Burr
Executive Director, Career & Technical Education
Kathleen Baker
Principal, Health Careers



Western Suffolk BOCES has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102

Mission Statement

Western Suffolk BOCES provides career training and literacy programs to help adults meet their career goals by developing skills essential for gainful employment, job advancement and new career opportunities.

Western Suffolk BOCES Non-Discrimination Notice

The Board of Cooperative Educational Services of Western Suffolk County, New York does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, color, sex, sexual orientation, veteran status, disability or handicap in the educational programs or activities it operates. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits; counseling services to students; student access to course offerings; lawful political activities; educational programs and other activities; and the business activities of the Board. The coordinator of activities relating to compliance with Title IX and Section 504 of the Rehabilitation Act of 1973 (as amended) is Dr. Michael J. Mensch who may be contacted at: 507 Deer Park Road, PO Box 8007, Huntington Station, New York 11746-9007 or 631/549-4900, x222.

Western Suffolk BOCES is accredited by the Commission of the Council on Occupational Education. They may be contacted at: 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, (800) 917-2081, www.council.org

Join the expanding field of **Medical Assisting**



a Western Suffolk BOCES program

631/261-3721

www.wsboces.org/fulltime



Interested in a fast-paced and rewarding career where your skills will be in demand at many health facilities? Western Suffolk BOCES offers this 400-hour program for you to become a medical assistant in just five months. at Wilson Technological Center's Northport campus

What is a Medical Assistant?

A medical assistant is multi-skilled, working with patients and medical staff for the ultimate goal of quality patient care.

Employment Opportunities

Medical assistants are employed in physician offices, specialty practices, laboratories, urgent care centers, hospitals and other medical related facilities. BOCES offers lifetime job placement services at Wilson Tech to help graduates find jobs upon graduation and even years later.

Medical assistants can advance their careers through BOCES' Schools of Practical Nursing, Surgical Technology, Diagnostic Medical Sonography and Nurse Assisting Programs.

Admission Requirements

1. To be admitted to the Medical Assisting program, a student **MUST** first earn a successful score on a reading and math assessment. The Test of Basic Education (TABE) is given several times each month. Note: TABE test can only be taken once in a 6-month period. If you are concerned about your math skills, take the Basic Skills Class to boost your skills before you take the TABE.
2. Basic computer skills.
3. Physical exam.
4. Good physical and mental health.
5. Personal interview. After individual counseling and review of the student's ability to succeed, a counselor may recommend a period of remediation before entry into the program. Call 631/667-6000, x327 for a pre-admission interview.
6. High School diploma or equivalent is required to sit for the national certification exam.

Financial Information

Tuition: \$5,245 (subject to change July 1). Additional costs include: textbooks (www.wilsontech.org/bookstore), uniform and certification examination fee.

Program Hours

New classes usually begin each year in Jan. and Sept.
Classroom: 9 AM–2 PM, M–F
Clinical: Daytime hours vary depending on the facility.

Promotion Policy

The student must achieve a grade of 80% or better in each course and a "pass" grade (80%) in clinical to be allowed to continue in the program. Attendance is critical; students must meet attendance requirements.

Certification

Upon successful completion of the program, a student will be awarded a certificate and be eligible to apply to the National Center for Competency Testing to take the National Certifying Examination provided all the eligibility requirements are met.

Curriculum

Introduction to Health Care • Infection Control
 Life Sciences • Administrative Office Techniques
 Clinical Assisting • Medical Laboratory Skills
 Vocational Adjustments • Clinical Internship

Internship

Carfora Family Practice
 Centerport Family Medicine
 Dix Hills Medical Associates
 Dr. Patrick Burns, Centerport
 Dolan Family Health Center
 Huntington Heart Center
 Huntington Medical Group
 Medicenter–Huntington & Northport
 North Shore Medical Group
 Schlessinger Eye & Face
 Stat Health
 Veterans Administration Medical Center

Other BOCES Services

- Student counseling through the Career Center
- Child care facility is open to eligible students
- Classes are available to help students prepare for the high school equivalency examination (GED) or earn your diploma

