

Medical Assistant Technician Diploma program

PROGRAM DESCRIPTION:

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. In this program the student will learn how to assist physicians and nurses in the clinic and office settings, they will learn back office skills with some additional front office skills. The student will be instructed to take Vital Signs, perform EKG, Phlebotomy, Urinalysis, Medication Administration, and facilitate physician/patient rapport. The student will also be introduced to Administrative Skills such as Medical Coding (includes ICD-10 & CPT-4 and Electronic Patient Record Keeping) and will become knowledgeable in medical ethics. The program prepares the student to take national certification exam. Upon completion of the program the student will receive a Diploma with 38.5 credit hours (equivalent to 925 clock hours).

PROGRAM OBJECTIVES:

This program prepares the student for entry level employment as a medical assisting technologist in administrative and clinical settings such as hospitals, clinics, medical labs, diagnostic centers, and medical offices among others.

ADMISSIONS REQUIREMENTS

Students must present the following minimum qualifications:

- Satisfactory and verifiable completion of a high school degree or GED

PROGRAM LENGTH

The Medical Assistant Technician Diploma Program is designed to be completed in 45 weeks (three semesters). Completion of the program requires 38.5 credit hours (equivalent to 925 clock hours).

PROGRAM COSTS

Undergraduate admissions fee: \$50 (non-refundable)

Tuition: \$11,550

Undergraduate Technology and Facilities Fee: \$1,320

Estimated cost for books: \$500

Uniform cost: \$33 (non-refundable)

Total program cost: \$13,453

*All tuition and fees are subject to change.

GRADUATION REQUIREMENTS (Include semesters and courses)

SEMESTER I (requirement of 18 credits)

SLS 1601 Orientation & Study and Research

3 Credits

HSC 0003 Basic Healthcare Worker

5 Credits

BSC 1085 General Anatomy and Physiology

3 Credits

MEA 0506 Administrative Office Procedures

4 Credits

4 Credits

SEMESTER II (requirement of 12 credits)

MEA 0948 Pharmacology

4 Credits

MEA 0520 Phlebotomy

3 Credits

MEA 0540 EKG Aide

3 Credits

MEA 0501 Medical Office Procedures

2 Credits

SEMESTER III (requirement of 7.5 credits)

MEA 0949 Basic Limited X ray Machine Operator

3 Credits

MEA 0941 Medical Assistant Certification Review

1 Credits

MEA 0942 Clinical Externship

3.5 Credits

Program course listing

SLS 1601 Orientation & Study and Research

3 Credits

HSC 0003 Basic Healthcare Worker

5 Credits

BSC 1085 General Anatomy and Physiology

3 Credits

MEA 0506 Administrative Office Procedures

4 Credits

MEA 0573 Laboratory Procedures

4 Credits

MEA 0948 Pharmacology

4 Credits

MEA 0520 Phlebotomy

3 Credits

MEA 0540 EKG Aide

3 Credits

MEA 0501 Medical Office Procedures

2 Credits

MEA 0949 Basic Limited X ray Machine Operator

3 Credits

MEA 0941 Medical Assistant Certification Review

1 Credits

MEA 0942 Clinical Externship

3.5 Credits

Total credit hours

38.5 Credits

Total clock hours

925 Clock hours