



Medical Assistant

Diploma: NIACC

Health Division

Credit

40 semester hours

Contact:

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Program Description

The Medical Assistant Program is designed to prepare men and women to function as members of the health care delivery team and perform administrative and clinical procedures. This most often occurs in ambulatory settings such as medical offices and clinics.

Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls, writing correspondence, serving as liaison between the physician and other individuals, and managing practice finances.

Clinical duties include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

Curriculum

BCA-129	Word Processing
BUS-121	Business Communication
HSC-120	Medical Terminology I
MAP-353	Clinical Procedures I
HSC-150	Body Structure and Function OR Anatomy and Physiology I and II

Second Term

ACC-111	Introduction to Accounting
ADM-131	Electronic Calculators
BUS-160	Human Relations
HIT-210	Basic Medical Insurance and Coding
ADM-215	Medical Office Procedures
MAP-358	Clinical Procedures II
SDV-135	Employment Strategies

Summer Term

(only 8 weeks)

MAP-616	Medical Assistant Externship
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Program Fees

Tuition & Fees	\$4650.00
Books	varies
Other fees	\$610.00
Total	\$ 5260.00 (+ books)

Admission Requirements

- NIACC Application for Admission
- High school transcript or GED scores
- ACT scores or COMPASS assessment
- Other college transcripts

Career Potential

97% of available NIACC graduates are employed in training-related jobs.

(2006 NIACC Career Graduate Report)

Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2006-16 decade. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Committee of Accreditation for Medical Assistant Education. .