

MEDICAL ASSISTANT

This program is designed to prepare students for employment as medical assistants, or to provide supplemental training for persons previously or currently employed in this occupation.

This program content includes communication and interpersonal skills, legal and ethical responsibilities, health-illness concepts, administrative and clinical duties, emergency procedures, including CPR and first aid, safety and security procedures, medical terminology, anatomy and physiology, computer and employability skills. Laboratory experiences are integrated with the didactic portion of the program.

Students will attend an externship in physicians' office to gain experiences in clinical settings. The program is CAAHEP accredited which allows students to become Certified Medical Assistants by taking a national exam through the AAMA, www.aama-ntl.org

PROGRAM OUTCOMES

After successfully completing the Medical Assisting course, the student will be able to:

- Demonstrate and apply wellness and disease concepts.
- Utilize communication and interpersonal skills as related to Medical Assisting.
- Demonstrate math, basic science, and computer skills related to Medical Assisting.
- Describe methods for meeting patient's needs and perform patient care procedures.
- Demonstrate clinical skills necessary to function safely and efficiently.
- Demonstrate knowledge of and assist with medical procedures.
- Identify legal and ethical responsibilities of a Medical Assistant.
- Recognize and respond to emergency situations.
- Practice good employability skills.
- Identify blood borne diseases, including AIDS and Hepatitis.
- Demonstrate knowledge of the health care delivery system.
- Meet state requirements for Domestic Violence Education.
- Perform procedures using emergency equipment.
- Prepare and administer medications.
- Perform minor treatments related to the Medical Office,
- Perform basic office examination procedures.
- Perform phlebotomy and basic laboratory procedures.
- Operate and perform electrocardiographic equipment.



- Demonstrate an understanding of anatomy and physiology.
- Perform basic clerical/medical office duties.
- Demonstrate basic x-ray procedures.
- Apply aseptic techniques.

REGISTRATION REQUIREMENTS

Students must take the Tests of Adult Basic Education (TABE) prior to entering the program. For acceptance into the program, the student must submit a completed physical examination form and copy of current CPR, (BLS) certification. Background check and drug screen per LWIT policy.

COMPLETION TIME

The program length is 1300 hours (one year).

CAREER OPPORTUNITIES

This program prepares students for employment as medical assistants.

CERTIFICATES

A certificate is awarded to students who successfully complete all State requirements and the program's competencies, and satisfy basic skill requirements in accordance with State guidelines.

SALARY RANGE

\$14.00 /hr. - \$17.00 /hr.

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