

MEDICAL ASSISTANT

Medical Assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of practice. Students who successfully complete this program will earn 15 units of college credit, and will be eligible to take the optional NCCT / Medical Assistant National Certification Exam. A 160-hour externship is available for those who qualify. **Please visit SimiInstitute.org for more information.**



COURSE FEE: \$1,800 | OFFERED IN SPRING & FALL SEMESTERS

Students must be 18 years or older and speak, read, and write English at the 12th grade level. A U.S. high school diploma or equivalency is required for optional National Certification.

CURRICULUM

- Vital signs
- Diagnostic testing (venipuncture, urinalysis, EKG, injections, etc)
- Therapeutic interventions
- Elementary instruction in medical insurance billing and coding as well as medical office administration and management
- HIPPA, CLIA, OSHA, Department of Health and Human Services statutes
- Emphasis in medical terminology
- *Optional supplementary courses offered: Electrocardiograph Technician (ECG) and Medical Terminology*

JOB DUTIES

- Record patient history and personal information
- Measure vital signs such as blood pressure
- Help the physician with patient examinations
- Give patients injections or medications as directed by the physician and as permitted by state law
- Schedule patient appointments
- Prepare blood samples for laboratory tests
- Enter patient information into medical records
- Medical Assistants must be able to keep patient information confidential and discuss it only with other medical personnel who are involved in treating the patient