

Medical Assistant

(Hampton Campus) Course #8345/8346

Verified credit w/ NOCTI Exam

Do You Like?

- Working with people
- Caring for patients
- Office & Business Administration
- Working with new technologies

..... Then this is the program for you!

About the program:

Students in this one-year program are preparing to assist physicians by performing functions related to both business administration & clinical duties of a medical office. Instruction in the business aspect includes: insurance reporting, office accounting, processing medical records, and medical transcription. Clinical instruction includes: preparation of the patient for examination & treatment, routine laboratory procedures, and use of the electrocardiograph machine. This course meets the sequential elective requirement.

Topics of study:

- Receiving patients
- Assisting physicians with patient examinations
- Administering lab tests
- Cardio-pulmonary resuscitation
- Medical economics
- Maintenance of patient records
- Care of medical equipment
- Special diagnostic testing such as EKG, visual, and audio testing machines
- Assisting with office therapy

Certifications:

- NOCTI – Medical Assisting
- National Medical Assistant Exam

Additional

Information: Class fee is \$209. The National Medical Assistant Certification cost is an additional \$155 plus an additional \$65 for study/practice materials.

Prerequisites: Good academic standing, attendance, and behavior. Also, students must have a minimum of 10th grade reading level and completed one semester of keyboarding applications, and a full-year of Biology both with a grade of “B” or above. Students who are enrolled in a Governor’s STEM Health Academy will be given priority within their school division for admission to this program. Students must be 17 years old before January 30th to be eligible to take the national clinical medical assistant certification exam. Results of a current TB skin test & a copy of immunizations must be on file with New Horizons no later than Sept. 30th. A flu shot is required by Oct. 31st. Knowledge of medical terminology and anatomy and physiology are also helpful. The American Heart Association CPT BLS course is required.