

MEDICAL ASSISTANT

Course Code:

8345/8346

Course Description: Students in this one-year introductory program designed to give an overview of the various components of the medical assistants' professional responsibilities. This course is intended for students who are preparing for many of the exciting, challenging, and rewarding careers in the healthcare field. Students will be prepared to assist physicians by performing functions related to both business administration and clinical duties of a medical office.

Topics of Study:

Orientation of the Medical Assistant
Legal & Ethics
Medical Asepsis & OSHA Infection Control
Patient Interactions
Anatomy & Physiology of Body Systems
Nutrition & Health
Office Operations & Responsibilities
Diagnostic/Procedural Coding
Health Insurance & Claim Forms
Principles of Pharmacology
Administering Medications
Assisting in Clinical Laboratory Duties
Surgical Supplies & Instruments
Career Development & Opportunities

Campus Location:

Butler Farm, Hampton

Sessions:

AM & PM

Class Size:

20 Students

Credentials:

Medical Assisting NOCTI
National Certified Clinical Medical Assistant Examination (CCMA)
American Heart Association Healthcare Provider CPR
American Heart Association Heartsaver First Aid

Career & Technical Student Organization:

Health Occupations Students of America (HOSA)

Work-Based Learning Opportunities:

Clinical Experience

Course Prerequisites:

Completed 10th grade English with a grade of “B” or better

Completed Biology with a grade of “C” or better and passed the Biology SOL

Must be 17 before April 30th to set for the CCMA

Police Background Check

TB Skin Test, Hepatitis Vaccination, and Flu Shot are required

Clinical experience may require drug testing and Covid19 vaccination and/or testing

Instructor Bio:

Mary Harrell

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30+ years of experience in Medical Assisting

10+ years of teaching experience

Summa Cum Laude graduate from UDS in Long Island, New York

AAMA Certified Medical Assistant

Worked at John Hopkins and Grady Memorial Hospitals, and the National Institutes of Health

Projected Employment:

Employment of medical assistants is projected to grow 14 percent from 2022 to 2032, much faster than the average for all occupations. “Medical Assistants.” Occupational Outlook Handbook, US Bureau of Labor Statistics, 10 October, 2023.

<https://www.bls.gov/ooh/healthcare/medical-assistants.htm#tab-6>

Career Pathways:

Medical Assistant

Medical Records Specialist

Phlebotomist

Healthcare Administration

Health Information Technologist

Program Flyer: (linked)