

Medical Assistant I, II

(Hampton Campus) Course #8345/ 8346
Health Sciences Cluster
One Year Program



About the program:

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. Clinical instruction includes taking vital signs, the preparation of the patient for examination and treatment, routine laboratory procedures, and the use of the ECG machine. These opportunities require people who want to operate in a high-tech fluid environment filled with constant challenges and service commitments.

Topics of study:

- Rooming patients
- Assisting physicians with patient exams
- Collection of specimens for diagnostic & lab procedures, Phlebotomy & billing /coding
- Cardio-pulmonary resuscitation (CPR)
- Medical economics & medical equipment
- ECG, visual & audio testing machines

Requirements/Expectations:

- Have a GPA of 3.0 or above
- Completion of English 10 with a grade of "C" or better.
- Completion of Biology with a grade of "B" or above
- Must be 17 years old before April 30th to be eligible to take the NCCMA exam
- Current TB skin test results & a copy of immunizations must be on file with New Horizons no later than September 30th
- Hepatitis B Vaccination is required and a flu shot is required by October 31 st
- The American Heart Association CPR Basic Life Support (BLS) course is required
- Clinical experience may require drug testing and a Covid-19 vaccination and/or testing

Certifications:

- NOCTI – Medical Assisting
- National Certified Clinical Medical Assistant Exam (NCCMA)

Career Pathways:

- Healthcare Administration
- Medical Office Manager
- Lead Medical Assistant
- Clinical Team Manager