

# Medical Assisting

Last Updated Monday, 09 August 2010

Medical Assistants are health care professionals who provide administrative and clinical assistance to licensed clinicians (physicians, nurse practitioners, and physician assistants) in ambulatory care settings like doctor's offices and clinics. As a medical assistant you will schedule and monitor appointments, perform procedural and diagnostic coding for insurance reimbursement, manage accounts receivable/payable, maintaining accounting and payroll records and process payroll. Clinical duties include taking vital signs, giving injections, drawing blood, taking medical histories, assisting with exams and procedures, and perform laboratory testing. Successful workers are typically confident, caring, punctual, reliable, and flexible with strong attention to detail. Graduates are prepared to pass any national Medical Assisting certification exam. CERTIFICATE NUMBER: 1401

**JOB ROLES:** Medical Assistant, Clinical Assistant, Medical Office Assistant, Medical Secretary, Health Unit Coordinator.  
**ENROLLMENT STEPS**

1. Review the Medical Assistant Program Tutorial.**DOWNLOAD THE TUTORIAL**  
(Requires Adobe Reader)

2. Complete the Application Packet.

**DOWNLOAD THE APPLICATION**  
(Requires Adobe Reader)

3. Submit your application. Applications are accepted on Fridays from 9:00 a.m. to 11:00 a.m. only. Applications must be hand delivered to the Nursing Department at MSC, Room 162. **MEDICAL ASSISTANT: FRONT & BACK OFFICE CERTIFICATE PROGRAM COURSE # COURSE NAME HOURS TUITION LAB FEE BOOK FEE FOUNDATIONAL COURSES**

ESP 1401-10C Essentials of Medical Assisting: Front / Back Office 30 \$138.00 \$20.00  
\$10.00

ESP 111-10C Soft Skills for Health Care Professionals  
23 \$105.80 \$0.00 \$35.00 **COMPUTER SKILLS**

ISP 108B-10C Keyboarding II 35

\$161.00 \$5.00 \$42.00 ISP 107B-10C Ten Key II

35 \$161.00 \$5.00 \$42.00 ISP 152A-10C Microsoft Word: Basic

35 \$161.00 \$5.00 \$24.00 ISP 126A-10C Microsoft Excel: Basic

35 \$161.00 \$5.00 \$24.00 **BLOCK A**

MOP 130-10C Fundamentals of Health Care Delivery

36 \$165.60 \$30.00 \$258.00 MOP 147-10C Medical Terminology & Body Systems

138 \$634.80 \$30.00 \$0.00 **BLOCK B** MOP 226-10C Administrative Procedures 66 \$303.60 \$60.00 \$0.00 MOP 115A-10C

Medical Claims Processing: Basic 48 \$220.80 \$0.00 \$0.00 MOP 229-10C Automated Computer Systems for Medical

Management 66 \$303.60 \$20.00 \$0.00 MOP 103-10C Clinical Procedures

42 \$193.20 \$0.00 \$0.00 MOP 110-10C Vital Signs

18 \$82.80 \$50.00 \$0.00 MOP 162-10C Aseptic Techniques

36 \$165.60 \$95.00 \$0.00 MOP 109-10C Phlebotomy 48 \$220.80 \$170.00 \$0.00 MOP 167-10C Laboratory Testing in Patient

Care Service Centers 36 \$165.60 \$75.00 \$0.00 MOP 221-10C Administration of Medication 72 \$331.20 \$35.00 \$0.00 MOP

261-10C Applied EKG

18 \$82.80 \$35.00 \$0.00 MOP 251-10C Emergencies in the Medical Office 36 \$165.60 \$23.75 \$0.00 **BLOCK C** MOP 274-

10C Administrative Medical Assisting Externship

80 \$368.00 \$90.00 \$0.00 MOP 275-10C Clinical Medical Assisting Externship

120 \$552.00 \$50.00 \$0.00 ESP 118-10C Job Readiness

10 \$46.00 \$20.00 \$6.00 **TOTALS: 1063 \$4,899.80 \$813.75 \$441.00 TOTAL CERTIFICATE COST: \$6,144.55** NOTE: Individual tuition costs will vary based on actual completed course hours. Book fees are based on the actual cost of the book at the time of purchase. All tuition and fees are subject to change without notice.