

# MEDICAL ASSISTANT

## Program Description:

This 30 week – 900 clock hour Medical Assistants are trained to perform administrative work, perform certain basic clinical procedures and assist with examinations and lab work. Duties may include answering phones, scheduling appointments, and performing bookkeeping related functions. Students will learn to obtain and record health histories, vital signs, weight and height. In some cases they may test vision, draw blood, and perform basic lab procedures. Graduates receive a certificate of completion for Medical Assistant from Rio Grande Valley College. Graduates of this program may pursue certification by passing a nationally measured and proficiency examination.

Job opportunities may exist with physicians, job opportunities exist in medical offices, outpatient, health maintenance organizations, and public health agencies. This program is represented to lead to multiple job opportunities and is not meant to lead to any particular outcome. While job placement assistance is offered, finding a job is the ultimate responsibility of the student. The institute does not guarantee that any student will be placed in a training related job or at all.

**Methods of Delivery:** Residential/On-Campus

## PROGRAM OUTLINE

<u>Subject #</u>	<u>Subject Title</u>	<u>Contact Hours</u>			
		<u>Lec</u>	<u>Lab</u>	<u>Ext</u>	<u>Total</u>
PDMT100	Professional Development with Medical Technology	30	60	00	90
MT100	Medical Terminology	30	00	00	30
AP100	Anatomy and Physiology	30	00	00	30
AP101	Pathophysiology	30	00	00	30
MOS100	Medical Office Administrative Procedures	30	00	00	30
INS100	Medical Insurance	30	00	00	30
EHR100	Electronic Health Records	10	20	00	30
CB100	Career Basics	10	20	00	30
CLIN100	Clinical Procedures 1: Fundamentals of Clinical MA	20	40	00	60
CLIN101	Clinical Procedures 2: Assisting with Medications and Procedures in the Ambulatory Setting	20	40	00	60
CLIN102	Clinical Procedures 3: Assisting with Medical Specialties	30	60	00	90
CLIN103	Clinical Procedures 4: Diagnostic Procedures	30	60	00	90
CLIN104	Clinical Procedures 5: Assisting with Surgery and Medical Emergencies	20	40	00	60
CLIN105	MA Credentialing and Exam Review	60	00	00	60
MA110	Medical Assistant Externship	00	00	180	180
<b>Total Clock Hours</b>		<b>380</b>	<b>340</b>	<b>180</b>	<b>900</b>