

Medical Assistant (MA)

900 hours



Overview:

This program provides training in both administrative and clinical procedures used by entry-level Medical Assistants working in hospitals, clinics, doctor's offices, and other healthcare settings.

Medical Assistants have always been critical employees in the healthcare system, but they are becoming even more important as the industry expands, technology advances, and the population ages.

What makes Medical Assistants so important?

The Medical Assistant ensures a patient receives the best possible care from the time he/she enters a hospital, doctor's office, or other medical facility to the time the patient leaves. For Medical Assistants, the job can be both professionally and emotionally rewarding and can also serve as a stepping stone to other positions in the medical field; with this training, you will have the basic knowledge necessary to begin building a career in healthcare.

Students are prepared for the following certifications by the National Healthcareer Association (NHA)

- Certified Clinical Medical Assistant (**CCMA**) OR Certified Medical Administrative Assistant (**CMAA**)
- Certified EKG Technician (**CET**)
- Certified Phlebotomy Technician (**CPT**)

What does a Medical Assistant do?

Medical Assistants are true team players on the healthcare team. Their tasks vary greatly, depending on the area of medicine and what employers expect from them, but can include both administrative and clinical responsibilities. Some possible job duties of Medical Assistants include the following:

- Welcome patients and handle administrative duties such as phone calls, billing and medical correspondence
- Ask patients about their chief complaints and medical histories
- Measure and record vital signs as well as perform phlebotomy and EKGs
- Prepare patients and rooms for examinations and procedures, including the sterilization of equipment
- Assist doctors during exams and procedures such as biopsies, x-rays, endoscopies, etc.
- Remove stitches (sutures)
- Verify insurance and obtain preauthorizations as well as complete insurance forms
- Schedule patient appointments and procedures at various medical facilities

Topics Covered:

- Introduction to Computers & MS Word
- Written Communication
- Anatomy, Physiology & Medical Terminology
- Medical Office Administrative Procedures
- Effective Patient Relations
- Medical Insurance and Medical Billing
- Medical Office Clinical Practices
- Phlebotomy & EKG
- Externship (250 hrs)

**Please call 212-947-7940 to register or with any inquiries.
(Toll Free: 888-858-1848)**