



## School of Healthcare

### Associate of Occupational Studies

# MEDICAL ASSISTING

PROGRAM LENGTH: 20 MONTHS



### Become a valued member of the medical team

The healthcare industry is expected to add over 3.1 million new jobs to the economy between 2014 and 2024.<sup>1</sup> Medical organizations need educated workers who have the knowledge and skills to help them deliver healthcare services to patients. With the right degree, you could gain the essential training you need to work in a variety of healthcare environments.

### Program objectives

Upon completion of this program students demonstrate the primary duties of medical assistants in the front-office administrative and back office clinical functions of a medical office, clinic, surgical center or hospital, which include:

- Completing patient history and measuring vital signs
- Assisting with patient examinations or treatments
- Giving patients injections as directed by the physician
- Collecting routine laboratory specimens and performing basic laboratory procedures
- Completing general medical office procedures including medical records and medical reception
- Demonstrating telephone techniques and communication skills

### Why choose CollegeAmerica?

CollegeAmerica provides the degree you need for the career you want—on your terms and on your schedule. You can go to class days or evenings, whichever works best for you, and get the flexibility of hybrid classroom or online<sup>3</sup> courses.

Our degree programs are career-focused, without elective courses that you don't need or want. Complete your associate of occupational studies degree in as few as 20 months!

And, because CollegeAmerica is smaller than most traditional colleges and universities, you can get more personalized attention and support from your instructors, tutors, advisors, and deans when you need it.

### Skills gained

- Clinical processes and procedures
- Medical assisting
- Medical billing/coding
- Medical lab processes
- Medical records
- Phlebotomy

<sup>1</sup> Source: [http://www.bls.gov/emp/ep\\_table\\_102.htm](http://www.bls.gov/emp/ep_table_102.htm).

<sup>2</sup> Online programs are offered by our affiliated institution, Independence University.

For graduation rates, the median debt of students who completed the programs, and other data, visit [stevenshenager.edu/student-information](http://stevenshenager.edu/student-information). Stevens-Henager College admits students of any race, color, and national or ethnic origin.

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Course Name	Credits
Business Computer Fundamentals	5.0
Psychology of Motivation	5.0
Professional Development	5.0
Externship	5.0
Medical Laboratory Processes	3.0
Phlebotomy and Laboratory Procedures	3.0
Medical Terminology, Law, and Ethics	4.0
Medical Aseptic Procedures	3.0
Cardiopulmonary/ECG	3.0
Microbiology and Clinical Procedures	3.0
Vital Signs and Emergencies	3.0

Course Name	Credits
Medical Records and Communication	3.0
Medical Billing and Computerized Administration	3.5
Professional Medical Coding	3.0
Insurance Specialist	3.0
Skeletal and Muscular Systems	4.0
Cardiac and Respiratory Systems	4.0
Lymphatic, Immune, and Endocrine Systems	4.0
Digestive, Reproductive, and Urinary Systems	4.0
Pharmacology	3.5

Course Name	Credits
<b>General education:</b>	
Communication and Public Speaking	5.0
English Writing Fundamentals	5.0
Psychology and Emotional Intelligence	5.0
<b>Applied general education:</b>	
Healthcare Calculations and Accounting	5.0
<b>Total minimum number of credits:</b>	<b>94.0</b>