

# Medical Assistant Program

The medical assistant training program is designed for students to be allied healthcare workers able to function in various healthcare settings such as physicians' offices, clinics, and group practices. Students learn to perform routine tasks and procedures such as administering injections, measuring vital signs, recording data in medical record keeping systems, preparing, and handling medical instruments and supplies, and collecting and preparing specimens of body fluids and tissues for laboratory testing. With this course you can add a certification in phlebotomy and EKG technician. It's a **13-week program** that offers comprehensive, student-centered training to prepare students for entry-level employment in multiple healthcare sectors and scenarios. This training program allows you to obtain knowledge and skills that serve as the foundation to build a successful career in healthcare.

**Subject Hours:** 520 Hours: 172 hrs. of lecture, 228 hrs. of lab Externship 120 hrs.

**Performance Objectives:** Upon completion of the course, students will be able to:

- Perform a thorough medical history
- Record the reason for the visit and the presenting symptoms
- Take and record vital signs
- Prepare patients for examination
- Assist physicians with patient examinations
- Prepare blood samples for laboratory tests
- Explain medical procedures
- Communicate appropriately with patients
- Understand the body systems
- Complete administrative tasks in the offices of physicians and other healthcare facilities
- Administer medication and injections
- Understand law and ethics as they pertain to the duties of a medical assistant
- Be familiar with the history of medicine
- Be knowledgeable about the various medical fields
- Draw blood
- Perform an EKG
- Apply for and pass the Certification Exam through **National Association for Health Professionals (NAHP)**

**Prerequisites:** Students must meet with Healthcare Career Academy Administrator to determine eligibility and complete enrollment process.