

# MEDICAL ASSISTANT



## One-Year Technical Diploma 31-509-1

The Medical Assistant program prepares individuals to assist physicians in their offices or other medical settings. Medical assistants perform a wide range of duties. The medical assistant is responsible for medical and surgical asepsis, taking vital signs, assisting the physician with examinations and surgery, administering ECGs, and administering medications. The business/administrative duties include patient reception, appointment making, record keeping, filing, bookkeeping, insurance handling, typing medical correspondence and transcription, and microcomputer applications. Laboratory functions include specimen collection, the performance of basic laboratory tests, and microscopic work.

Graduates find jobs as medical assistants, secretaries, medical laboratory assistants, phlebotomists, receptionists, medical insurance clerks, and electrocardiogram technicians.

A **caregiver background check** is required prior to the beginning of program-specific courses. This should be completed before the first day of the semester. Please note: drug testing may also be required by clinical sites. The drug test and other health requirements will be due prior to practicum which is during the final semester of the program. There are fees associated with these tasks. For more information, please contact the program faculty and/or program advisor.

Upon successful completion of this program, students will be able to:

- Perform medical office administrative functions
- Provide patient care in accordance with regulations, policies, laws, and patient rights
- Perform medical laboratory procedures
- Demonstrate professionalism in a healthcare setting
- Demonstrate safety and emergency practices in a healthcare setting

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View the entire course listing (<http://catalog.blackhawk.edu/courses/>).

Semester 1		Credits
501-101	Medical Terminology	3
509-301	Medical Assistant Admin Procedures	2
509-302	Human Body in Health & Disease	3
509-303	Medical Assistant Laboratory Procedures 1	2
509-304	Medical Assistant Clinical Procedures 1	4
509-307	Medical Office Insurance and Finance	2
<b>Credits</b>		<b>16</b>
Semester 2		
509-305	Med Asst Lab Procedures 2	2
509-306	Medical Assistant Clinical Procedures 2	3
509-308	Pharmacology for Allied Health	2
509-309	Medical Law, Ethics and Professionalism	2
509-310	Medical Assistant Practicum	3
<b>Credits</b>		<b>12</b>
<b>Total Credits</b>		<b>28</b>