

MEDICAL ASSISTING

PROGRAM LEARNING OBJECTIVES:

Upon completion of the objectives, the student will meet the requirements for a Certificate of Completion as a Medical Assistant and will be prepared to do the following:

- Perform administrative duties to include: communication, answering telephone, greeting patients, updating and filing patient medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admissions, laboratory services admissions, and handling billing and bookkeeping.
- Apply basic knowledge of medical assisting process and concepts of health and illness when implementing medical care.
- Perform clinical duties to include: taking patient medical history, vital signs, explaining treatments, preparing patients for examinations, assisting during an examination, collecting lab specimens, basic lab testing, disposing of contaminated supplies, sterilizing medical instruments, preparing and administering medications, authorizing drug refills as directed, educating patients for procedures, taking electrocardiograms, removing sutures and changing dressings.
- Demonstrate knowledge of the Medical Assisting code of ethics and basic skills in applying ethical/legal principles in the delivery of care.
- Assume responsibility for continued career development as related to expanding knowledge based on a changing health care system.