



Medical Assistant

Medical assistants welcome and assist patients while working side-by-side with others on the healthcare team. They are responsible for a variety of medical office tasks such as administrative, technical and scientific duties, and have quality human relations skills.

As a medical assistant, you can share your compassion with patients in a host of medical situations – from physicians' offices to hospitals and more.

Clinical duties performed by medical assistants vary according to state law and may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination and assisting the physician during the examination.



Trusted. Respected. Preferred.

Medical Assistant Course Outline

What You Will Learn

Career Prep Sequence

Course #	Course	Theory	Lab	Extern	Credits
CSK 100	Study Skills*	15			1.0
CAT 150	Anatomy, Physiology, and Terminology*	55			3.5
CCB 100	Computer Basics*		15		0.5
CMF 95	Math Fundamentals*	20			1.0
CHS 100	CPR & First Aid*	10	5		0.5
Career Prep Sequence Total		100	20		6.5

*Successful completion of CSK 100, CAT 150, CCB 100, CMF 95, and CHS 100 is required prior to externship.

Professional Sequence I**

Course #	Course	Theory	Lab	Extern	Credits
MAA 100	Office Management	30	30		3.0
MAA 102	Introduction to Insurance and Coding	15	15		1.5
MAA 104	Business Writing and EHR	15	15		1.5
Professional Sequence I Total		60	60		6.0

**Professional Sequence I must be successfully completed prior to entrance into Professional Sequences II, III, & IV. Professional Sequences II, III, & IV may be completed in any order.

Professional Sequence II

Course #	Course	Theory	Lab	Extern	Credits
MDA 111	Examination Techniques	15	30		2.0
MDA 121	Clinical Aspects of Coding & Billing	15	15		1.5
MDA 130	Surgical Procedures	15	30		2.0
Professional Sequence II Total		45	75		5.5

Professional Sequence III

Course #	Course	Theory	Lab	Extern	Credits
MDA 106	Pharmacology	30	30		3.0
MDA 136	Medical Law and Ethics	15			1.0
MDA 120	Medical Office Laboratory Procedures	15	30		2.0
Professional Sequence III Total		60	60		6.0

Professional Sequence IV

Course #	Course	Theory	Lab	Extern	Credits
MDA 125	Medical Office Laboratory Procedures	15	30		2.0
MDA 141	Medical Specialty Procedures	15	30		2.0
MDA 131	Communication	30			2.0
Professional Sequence IV Total		60	60		6.0

Externship

Course #	Course	Theory	Lab	Extern	Credits
MDA 275	Externship			200	4.0
Externship Total				200	4.0
PROGRAM TOTALS		325	275	200	34.0

Pima Medical Institute's Medical Assistant certificate program will train you to assist physicians in the examination and treatment of patients, as well as perform routine office tasks.

Medical assistant training includes sterilizing medical instruments, instructing patients about medications and special diets, authorizing drug refills, sending prescriptions to a pharmacy, taking electrocardiograms, drawing blood, giving injections and more.

Job Outlook

Medical assistants may experience diverse career opportunities. They may be able to advance to office manager, qualify for a variety of administrative support occupations or even teach medical assisting.

According to the U.S. Bureau of Labor Statistics, employment of medical assistants is projected to grow 19 percent from 2019 to 2029, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.†

Employment

Medical assistants have a variety of settings to choose from, allowing the individual to find a work environment that best suits their personality. For example, they can work in physicians' offices, hospitals, clinics and outpatient medical facilities.

†Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, Medical Assistants, on the Internet at <https://www.bls.gov/ooh/healthcare/medical-assistants.htm> (visited September 01, 2020).



- Hands-on training
- Financial aid if qualified
- Career planning services