



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

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 15 percent from 2023 to 2033, much faster than 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 January 11, 2025).

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
HCA 105	Medical Office Management	30	12		2.0
HCA 110	Insurance, Billing, and Coding Fundamentals	15			1.0
HCA 115	Professional Documentation	15			1.0
HCA 120	Sequence I Administrative Applications		48		1.5
Professional Sequence I Total		60	60		5.5

**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 135	Physical Examination Techniques	20	12		1.5
MDA 145	Clinical Aspects of Billing and Coding	15			1.0
MDA 150	Surgical Procedures	25			1.5
MDA 155	Sequence II Clinical Applications		48		1.5
Professional Sequence II Total		60	60		5.5

Professional Sequence III

Course #	Course	Theory	Lab	Extern	Credits
MDA 160	Introduction to Pharmacology	30			2.0
MDA 165	Medical Law and Ethics	15			1.0
MDA 170	Medical Office Laboratory Procedures	15	12		1.0
MDA 175	Sequence III Clinical Applications		48		1.5
Professional Sequence III Total		60	60		5.5

Professional Sequence IV

Course #	Course	Theory	Lab	Extern	Credits
MDA 180	Phlebotomy and Blood Specimens	15	12		1.0
MDA 185	Medical Specialty Procedures	20	10		1.5
MDA 190	Medical Office Communication	15			1.0
MDA 195	Sequence IV Clinical Applications		48		1.5
Professional Sequence IV Total		50	70		5.0

Externship

Course #	Course	Theory	Lab	Extern	Credits
MDA 275	Externship			200	4.0
Externship Total				200	4.0

Program Totals		330	270	200	32.0
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Outside Hours are a required component in addition to the total program hours for all students. The Medical Assistant program requires 235 outside hours, as recognized by the Accrediting Bureau of Health Education Schools, for a total program hours of 1035.



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

PMI offers FINANCIAL ASSISTANCE to those who qualify. CAREER PLANNING SERVICES and INTERNSHIPS are also provided for eligible students. Check availability on DAY and EVENING classes. Not all programs are offered at all campuses. For consumer info visit pmi.edu/consumerinfo.