

MEDICAL ASSISTANT PROGRAM (Diploma)

ADMISSION

PROCEDURES

To be admitted to the Medical Assistant Program, a prospective student must have interviewed with the admissions advisor and completed an Enrollment Agreement form for admission.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the Executive Director. The copies of the required documents for admission into the Medical Assistant Program will remain as school property.

ADMISSION REQUIREMENTS

1. Each applicant must be at least eighteen (18) years of age on the first day of classes. Documentation of age may be required.
2. Students must have a High School Diploma; hold a General Education Equivalent Development (GED) certificate, or proof of a completed 12th grade; or provide other acceptable documentation of an approved post-secondary institution.
3. All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
4. All accepted students must complete and sign an Enrollment Agreement Form.
5. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Professional Hands Institute will keep records of prospective students denied admission for at least one year.

Note: A Catalog will be available to all students at the time of enrollment.

DISCLOSE: COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

GENERAL INFORMATION

PROGRAM OBJECTIVE

This program is designed to prepare students to work as Medical Assistants. The student will be able to work at a doctor's office, clinic or hospital setting. The student will be able to assist the doctor in medical office procedures, schedule patient appointments, bill patients, and manage a medical office.

The Medical Assistant Program is offered only at Main Campus. This course is taught in both English and Spanish.

PROGRAM DESCRIPTION

Medical Assistants are multi-skilled professionals who learn to perform their duties in all areas under the direction of a doctor in a medical office. Students learn clinical skills, ranging from vital signs, passing medication, performing phlebotomy and EKG. They also learn to perform basic nursing procedures under the doctor's supervision. They are trained in the areas of communications, legal and ethical responsibilities, administrative and clinical duties, health and illness concepts, anatomy and physiology, and use of medications. The students receive additional training as medical office managers, learning skills such as billing, basic accounting, filing, computers, and completing insurance forms.

SERVICES

All students are required to complete 270 clock/hours in externship. The supervised clinical practicum ensures proper and professional hands-on patient care and clinical procedures practice.

DIPLOMA

The student will complete the program in 1,050 hours/52 weeks. Upon completion of the program the student will receive a Diploma from Professional Hands Institute.

REGISTRATION AND TUITION

Registration Fee:	\$ 100.00 (Non-refundable and non-taxable)
Institutional Fee:	75.00 (Non-refundable and non-taxable)
Tuition:	\$ 9,420.00

All prices for the Medical Assistant program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with this program. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

The Registration fee is due at the time of signing the application for admission and it is non-refundable. Payments are due on the first class day of each week. The student can pay the tuition in full prior to attending the first class, or pay the tuition cost in installments. These arrangements should be made with the Business Office prior to starting the classes.

In addition to the Registration fee and tuition payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

Note: The total cost of the Medical Assistant Program includes Tuition, Books, Uniforms and Supplies.

CURRICULUM AND COURSE DESCRIPTION

HLTWK01 - Healthcare Worker Basics

Knowledge of the health care delivery system and health occupations, oral and written communications skills, professional ethics and legal responsibilities, understanding the concept of applying wellness and diseases concepts, emergency situations response, infection control, employability skills, resume writing, blood borne disease, four hour of HIV/AIDS training, basic math skills, critical thinking skills and leadership skills within the health team.

MAMT02 – Medical Assistant Medical Terminology

The student will learn to identify word parts of medical terminology, build words, spell and pronounce them correctly. Learn the appropriate terms from word parts and their meaning. Spell and use medical abbreviations, recognize and identify terminology of hospital and clinic forms. Learn how to use basic medical terminology.

MAOF03 – Medical Assistance Office Skills

The student will learn appropriate methods of preparing and organizing and maintaining medical records, select appropriate procedure and diagnostic codes, process insurance date and claims, develop and maintain billing and collection system, keyboards documents using Medical Office Software, perform various financial procedures, billing and collection procedure, and payroll procedures. Prerequisite – HLTW01 Healthcare Worker Basics

MAPH04 – Medical Assistant Phlebotomy

The student will learn the relation of phlebotomy to the healthcare setting, the anatomic structure and function of body systems in relations to services performed by a phlebotomist, identify collection reagents supplies, equipment and interfering chemical substances, knowledge of skills to perform phlebotomy, practice infection control following universal precautions, the process of collecting specimens, quality assurance in phlebotomy, using the correct equipment for blood drawing, performing the correct procedure to collect a blood sample and making a blood smear. Prerequisite – HLTW01 Healthcare Worker Basics

MAEG05 – Medical Assistant EKG Technology

This course will teach the student to identify the cardiovascular system, legal and ethical responsibilities of an EKG aide, maintain a safe environment, maintain the EKG equipment, three types of lead systems, proper lead placement, perform a 12 lead EKG, perform a rhythm strip, calculate the QRS complex and PR interval, trace and mount an EKG strip, recognize a cardiac emergency as seen on the EKG, verify the requisition order, prepare patient for EKG testing and use precautions required to perform an EKG.

Prerequisite – HLTW01 Healthcare Worker Basics

ANAP10 – Anatomy & Physiology I

Describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect these body system. This course will teach the following systems: respiratory system, cardio-vascular system, muscular-skeletal systems, nervous system, skin, and sensory systems. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.

PHAM01 – Pharmacology I

The student will learn the accurate dosage calculations, demonstrate the six rights of medication administration, observe and respond to the clients need for medication and monitor and document use of controlled substances. Prerequisite – HLTWK01 - Healthcare Worker Basics, ANAP10 Anatomy & Physiology I,

MAAS08 – Medical Assistant I

Demonstrate communication skills used by medical assistant, use medical terminology, the role of the medical assistant, knowledge of the medical assistances legal responsibilities, distinguish the staff and physicians liabilities, how to prevent liability, understanding the anatomy and physiology of the human body, use proper sanitation, disinfection and sterilization procedures, sterilize and maintain instruments, wrap articles for autoclave, chemically disinfect articles, safely handle contaminated equipment and supplies, create and maintain sterile fields for dressing and minor surgery, hand washing, prepare for minor surgical procedures, practice quality assurance and safety, learn fundamentals of microbial control and use aseptic techniques, remove sutures, and disposing of contaminated materials.

Prerequisite – HLTWK01 Healthcare Worker Basics

MAAS08 – Medical Assistant II

The student will learn to operate emergency equipment, perform occult blood test, prepare specimens for outside lab tests, test urine, instruct patients in how to obtain specimen of fecal, urine, and sputum test, perform urinalysis, do blood type for ABO and Rh, perform hematocrit and hemoglobin tests, perform serum cholesterol test, perform glucose testing, perform urine pregnancy slide agglutination test, assist the physicians with physical examination, measure and record vital signs, recognize abnormal and danger signs of vital signs, learn how to apply and use medical instrumentation modalities, record patient data, apply all types of roller bandages, perform visual and auditory screening and perform minor treatments as directed by the physician.

Prerequisite – HLTWK01 Healthcare Worker Basics, MAAS08 Medical Assistant I, MAC11L Medical Assistant Lab/Clinical I

PHAM02 – Pharmacology II

The student will learn how to administer various type of medication such as topical medication, inhalants, oral medications, sublingual medication, rectal medication, vaginal medication, eye medications, ear drops, nose drops, intramuscular injection (including Z-tract), intra-dermal injection and subcutaneous injection.

Prerequisite – PHAM01 Pharmacology I, HLTWK01 Healthcare Worker Basics, ANAP10 Anatomy & Physiology I, ANAP11 Anatomy & Physiology II

MACL11 – Medical Assistant Lab/Clinical I

The student will practice in the lab setting all the skills learned in MAAS08 – Medical Assistant I

Prerequisite – HLTWK01 Healthcare Worker Basics

MACL12 – Medical Assistant Lab/Clinical II

The student will practice in the lab setting all the skills learned in MAAS08 – Medical Assistant I

Prerequisite – HLTWK01 Healthcare Worker Basics

MAPC14 – Pharmacology Clinical/Lab

Demonstrate accurate dosage calculations, demonstrate the six rights of medication administration, observe and respond to the clients need for medication and monitor and document use of controlled substances. How to administer various type of medication such as topical medication, inhalants, oral medications, sublingual medication, rectal medication, vaginal medication, eye medications, ear drops, nose drops, intramuscular injection (including Z-tract), intra-dermal injection and subcutaneous injection. Prerequisite – HLTWK01 Healthcare Worker Basics, ANAP10 Anatomy & Physiology I, ANAP11 Anatomy & Physiology II, PHARM01 Pharmacology I, PHARM02 Pharmacology II

MABX15 – Basic X-Ray Theory

This course will teach the student how to position patients for basic x-ray, how to process x-ray film and maintain film files, evaluate x-ray film quality, x-ray principles and safety practices, instruct

patients in x-ray preparation, provide appropriate protection for patients and staff in the presence of ionizing radiation and maintain a safe working environment in radiological work areas.

Prerequisite – HLTWK01 Healthcare Worker Basics

MABX15L – Basic X-Ray Clinical/Lab

This course will teach the student how to position patients for basic x-ray, how to process x-ray film and maintain film files, evaluate x-ray film quality, x-ray principles and safety practices, instruct patients in x-ray preparation, provide appropriate protection for patients and staff in the presence of ionizing radiation and maintain a safe working environment in radiological work areas.

Prerequisite – this course is to be taken with MABX15.

COURSE NUMBERING, MODULES AND CROSS-REFERENCES

The Medical Assistant program classes are divided in 15 sections or modules, which are taught in a continuous learning cycle. A student may enter the Medical Assistant Program at the beginning of any class module, until the completion of the entire cycle. It's a clock-hour program and will be considered as a first level course. The prefixes are usually the first letters of the title of the course or program and the numbering system will be 100. Professional Hands Institute course offerings and their description are in alphabetical order by prefix, then numerically within that prefix.

COURSE MODULES	CODES	COURSES	CLOCK HOURS
1	HLTWK01	Healthcare Worker Basic	90
2	MAMT02	Medical Assistant Medical Terminology	40
3	MAOF03	Medical Assistant Office Skills	50
4	MAPH04	Medical Assistant Phlebotomy	50
5	MAEG05	Medical Assistant EKG Technology	50
6	ANAP10	Anatomy & Physiology I	90
7	PHAM01	Pharmacology I	40
8	MAAS08	Medical Assistant I	60
9	MAAS09	Medical Assistant II	60
10	PHAM02	Pharmacology II	70
11	MACL11	Medical Assistance Lab/Clinical I	50
12	MACL12	Medical Assistance Lab/Clinical II	50
13	MAPC14	Pharmacology Clinical/Lab	40
14	MABX15	Basic X-ray Theory	20
15	MABX15L	Basic X-ray Clinical/Lab	20
16	EXTSHI01	Externships with Health Institutions	270
		Total	1050