



Atlantic Technical College

www.atlantictechnicalcollege.edu

2017 - 2018

Enroll in This Fast Track Program for a Career in a Year



MEDICAL ASSISTING (VA)

Program Length/Schedule:

1300 hours/approx. 12 months (full-time)

This program is offered once a year: January
Delivery Method: Traditional - 100% classroom-based; Hybrid - Less than 50% of required instruction hours available via distant education (online).

M - F 7:05 a.m. – 1:50 p.m.

Course Content:

Students are taught the skills and techniques necessary to become a Medical Assistant and obtain employment in a variety of healthcare facilities. This multi-skilled health professional is trained in clerical and medical office procedures, phlebotomy, EKG, X-Ray, basic patient care techniques and laboratory procedures. Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors and optometrists running smoothly. They are involved in direct patient care and assist the physician or other health professional during examinations

Admission Requirements:

- Complete a Program Orientation
- Basic Skills Testing or Exemption
- Interview with Program Counselor/Advisor
- Clearance on FDLE Level II Background Check
- Negative Drug Test Results
- Immunizations and Physical

Students enrolling in any Health Science Education program must undergo a Level II criminal background check and drug screening, per The Joint Commission. Students who do not have a valid social security number may encounter difficulty with certain state licensing agencies and registries. Contact the program counselor/advisor for specific information.

Job Outlook in the Ft. Lauderdale area:

- Demand for Medical Assistants is expected to grow about 20% between 2015 and 2023 (Source: Bureau of Labor Statistics).
- Entry level wages are about \$13/hour (Source: The FL Dept. of Economic Opportunity). Actual wages vary according to education, experience and certifications.

Additional Skills Covered:

- Anatomy & Physiology
- Bloodborne Diseases HIV/AIDS, HBV
- Communication & Interpersonal Skills
- Computer Literacy
- CPR, BLS Healthcare Provider
- Documentation
- Domestic Violence, HIPPA, Legal & Ethical Responsibilities
- EKG Modalities
- Employability Skills
- Emergency Care
- Home Health Care
- Infection Control Procedures
- Laboratory Testing Procedures
- Math & Science Skills
- Medical Errors
- Medical Terminology
- Microbiology
- Microscopy
- Patient Care Techniques
- Pharmaceutical Principles & Medication Administration
- Phlebotomy Procedures & Protocol
- Quality Assurance
- Safety and Security Procedures
- Sterilization Procedures
- Urinalysis
- Vital Signs
- Wellness & Disease Concepts
- X-Ray Procedures

FOR MORE INFORMATION CALL 754-321-5200

**Atlantic Technical College
and Technical High School**

4700 Coconut Creek Pkwy
Coconut Creek, FL 33063
754-321-5100 | FAX: 754-321-5380



**Atlantic Technical College
Arthur Ashe, Jr. Campus**

1701 NW 23rd Avenue
Fort Lauderdale, FL 33311
754-322-2800 | FAX: 754-322-2880



[www.atlantictechnicalcollege.edu/
gainful-employment/MedicalAssisting](http://www.atlantictechnicalcollege.edu/gainful-employment/MedicalAssisting)

See Back of Page for Estimated Program Costs
(based on 1 full year of documented Florida residency)

MEDICAL ASSISTING

H170515 Medical Assisting (1300 Hours)

Fees

Tuition (approximate cost based upon program length)		\$3,640
Lab (approximate cost based upon program length)		\$325
Assessment: TABE® Initial Basic Skills Test		\$15
Registration (non-refundable fee)	\$40 per semester + \$20 per quarter	\$100
Annual Student Activity Fee	\$10 per academic year	\$10
Liability Insurance (required)	\$13 per year	\$13
Accident/Health Insurance (if not currently covered)	\$47 per academic year	\$47

TUITION, LAB, ASSESSMENT, REGISTRATION, ACTIVITY FEE, INSURANCE (approximate costs)

\$4,150

There may be additional costs associated with books, uniforms, special tools, equipment and other related items.

HEALTH & OTHER REQUIREMENTS:

- Physical exam- Annual
- Tuberculin (PPD) 2-Step (X2) or Chest X-ray- Annual
- Drug Testing- by Authorized Lab Only
- Level 2 Background Check (Approved Vendor Only)
- Compliance Tracking Subscription (Approved Vendor Only)

IMMUNIZATIONS:

- Vaccine (Diphtheria/Tetanus/Pertussis) (DTaP or Tdap)
- MMR Vaccine Series (Measles, Mumps and Rubella) (X2) or Titer
- Hepatitis B Vaccine Series (X3) or Titer or Authorized Declination Form
- Varicella Vaccine (X2) or Titer
- Influenza Vaccine (Flu Shot)

UNIFORMS: UNIFORM TOPS WILL BE AVAILABLE FOR PURCHASE FROM THE ATC BOOKSTORE.

- All White or Black Leather Shoes- closed front and back
- Uniform Top with ATC Logo and Uniform Pants
- Scrub Jacket (optional)
- White or Black Socks

Industry Certification & State Credential Exams:

Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study.

College Credit Transfer Opportunity and/or Advanced Credit:

None at this time.

INDUSTRY CERTIFICATION:

Industry certification and state credential exam costs are additional. However, you may qualify for reimbursement of your exam cost(s) upon passing the exam. See your program counselor for more information.

BOOKS/SUPPLIES:

For a list of books and prices go to www.atlanticttechnicalcollege.edu/bookstore-price-list/ or visit the bookstore on campus. Additional supply information can be found in the syllabus located on the Web page for this program.

Your Action Plan Checklist - Get Started Today!



Step 1 | Attend a Program Orientation



Step 2 | Take the Tests of Adult Basic Education (TABE) or meet exemption criteria

- See your counselor/advisor for details on test exemptions/receive test results.
- Accommodations for testing are available to qualified individuals.
- Visit the Office of Disability Services for details **before testing**.



Step 3 | Meet with your counselor/advisor

- Receive test results.
- Discuss technical or academic program placement.
- Discuss special needs (unique situations)
- Review Financial Aid



Step 4 | Registration and Enrollment



The mission of Atlantic Technical College & Technical High School is to promote excellence in academic, career & technical studies in order to prepare students to enter & remain competitive in a global workforce.



www.browardschools.com

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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