The program provides students with the opportunity to learn 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.

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

Admission Requirements:
• Completion of Program Orientation
• Basic Skills Testing or Exemption
• Interview with Program Counselor
• 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 for specific information.

Program Length: 1300 hours / approx. 12 months (full-time)
Schedule: M - F 7:00 a.m. – 1:45 p.m.

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

FOR MORE INFORMATION CALL 754-321-5200
## Atlantic Technical College
### Estimated Program Costs
*(based on Florida residency)*

### MEDICAL ASSISTING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Tuition &amp; Lab</th>
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<tbody>
<tr>
<td>H170515/Medical Assisting</td>
<td>1300</td>
<td>$3,640</td>
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- **Tuition (approximate costs of $ per program length)**
- **Lab (approximate costs of $ per program length)**
- **Registration ($40 non-refundable fee X 2 Terms and $20 Term S)**
- **Annual Fee for Student Activities**
- **Liability Insurance (once each Academic Year)**

### ASSESSMENTS/ADMISSION/HEALTH REQUIREMENTS – (costs approximate)
- **Assessment - Initial Basic Skills Test - TABE® (if required) (non refundable cash fee)**
- **Level 2 Background Check**
- **Drug Testing – By Authorized Lab**
- **Physical exam - Annual**
- **Tuberculin (PPD) 2-Step (X2) or Chest X-ray – Annual**
- **Immunizations:**
  - Vaccine (Diphtheria/Tetanus/Pertussis) (DTaP or TDaP)
  - MMR Vaccine Series (Measles, Mumps and Rubella) (X2) or Titer
  - Hepatitis B Vaccine Series (X2) or Titer
  - Varicella Vaccine (X2) or Titer
  - Influenza Vaccine
- **Accident/Health Insurance (if not currently covered, once each academic year)**

### REQUIRED BOOKS and SUPPLIES/CAMPUS BOOKSTORE (approximate costs)
- **BLS For Health Care Providers (ISBN #: 9781616690397)**
- **ECG's Made Easy, 5th ed**
- **CPR Valve**
- **Stethoscope**

### BOOKS and SUPPLIES (approximate costs)
- **Retail Supplies Not Available at ATC Bookstore (approximate market retail)**
  - Black/Red/Blue Pens (two each)
  - Pencil (#2)
  - Binders 3 inch
  - Dividers
  - Erasers
  - Pocket Size Note Book (3"x 5")
  - Notebook Paper (3 hole)
  - Watch with a second hand

### RETAIL COSTS (approximate costs)
- **RETAIL COSTS**

### UNIFORMS (approximate costs)
- **Pewter Gray Uniform Top with Logo and Pewter Gray Uniform Pants**
- **Shoes: All White or Black Leather - closed front and back**
- **Men – White or Black Socks**
- **Women – White or Black Socks**
- **Pewter Gray Scrub Jacket**

### TOTAL APPROXIMATE PROGRAM COSTS (Not Including Industry Certification Costs)
*DO NOT PURCHASE PRIOR TO CLASS*  
**APPROXIMATELY**

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<tr>
<th>Item Description</th>
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<td>Men – White or Black Socks</td>
<td>$5</td>
</tr>
<tr>
<td>Women – White or Black Socks</td>
<td>$5</td>
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<tr>
<td>Pewter Gray Scrub Jacket</td>
<td>$32</td>
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### TOTAL APPROXIMATE PROGRAM COSTS
<table>
<thead>
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<th>Item Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td><strong>TOTAL APPROXIMATE PROGRAM COSTS</strong></td>
<td><strong>$5,510</strong></td>
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</table>

### INDUSTRY CERTIFICATION & STATE CREDENTIAL EXAM COSTS ARE ADDITIONAL

Completing students must take the following in order to work in Florida.

**State of Florida Ready to Work**

No Cost

**TOOLS FOR ENTRY-LEVEL EMPLOYMENT MAY BE NEEDED**

**PLEASE NOTE: FEES ARE SUBJECT TO CHANGE**

**revised: 7/2015-io**