

# Atlantic Technical College

www.atlantictechnicalcollege.edu

## Medical Assisting 2020-2021



### 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

### Program Length:

1300 hours (approximately 12 months full-time)

### Program Offered:

January

### Delivery Method:

Traditional – 100% classroom based;

Hybrid – Less than 50% of required instruction hours available via distant education (online).

### Days & Times:

Monday – Friday 7:30 a.m. – 2:15 p.m.

### Admission Requirements:

- Complete a Program Orientation
- Basic Skills Testing or Exemption
- Meet 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.

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



### Additional Skills Covered:

- Anatomy & Physiology
- Bloodborne Diseases HIV/AIDS, HBV
- Communication & Interpersonal Skills
- Computer Literacy
- CPR, BLS Healthcare Provider
- Documentation
- Domestic Violence
- EKG Modalities
- Emergency Care
- Employability Skills
- HIPAA
- Home Health Care
- Infection Control Procedures
- Laboratory Testing Procedures
- Legal & Ethical Responsibilities
- 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

### 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 for Medical Assistants are about \$13/hour (Source: The FL Dept. of Economic Opportunity). Actual wages vary according to education, experience and certifications.

**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

See back of page for estimated program costs based on one (1) full year of documented Florida residency.

## MEDICAL ASSISTING H170515 I (1300 hours)

### Fees

Tuition (approximate cost based upon program length)		\$3,640
Lab (approximate cost based upon program length)		\$455
Basic Skills Test		\$15
Registration (non-refundable fee)	\$40 per semester or \$20 per quarter	\$100
Annual Student Activity Fee	\$20 per academic year	\$20
Liability Insurance (required)	\$13 per year	\$13
Accidental/Health Insurance (if not currently covered)	\$47 per academic year	\$47
Coplio Bundle		\$109

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

**\$4,399**

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. Exam costs are additional; however, you may qualify for reimbursement of your exam cost(s) upon passing. See your program counselor/advisor for more information.

**Books / Supplies:** For a list of books and prices go to [www.atlantictechnicalcollege.edu/bookstore-price-list/](http://www.atlantictechnicalcollege.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 Steps - Get Started Today!

- Step 1: Attend a Program Orientation
- Step 2: Complete an Application
- Step 3: Apply for Financial Aid (optional)
- Step 4: Request Disability Services (optional)
- Step 5: Complete & Return Documents to Counselor
- Step 6: Counselor Interview
- Step 7: Registration & Enrollment



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



[www.browardschools.com](http://www.browardschools.com)

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