



Medical Assisting

2021-2022

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 7:05 a.m. – 1:50 p.m.

Note: Clinical externship hours may vary.

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:

According to the [Florida Department of Economic Opportunity](#), the current South Florida Tri-County entry annual salary range for Medical Assisting positions is approximately \$23,200 – \$29,400. Actual wages may vary according to education, certifications, and

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

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

FOR MORE INFORMATION CALL 754-321-5200

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



**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.atlantictechcollege.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 Specific Orientation
- Step 2: Reply to your Orientation Follow-up E-mail
- Step 3: Complete an Application
- Step 4: Apply for Financial Aid (optional)
- Step 5: Disability Services (optional)
- Step 6: Complete & Upload Required Documents
- Step 7: Counselor Interview
- Step 8: Registration & Enrollment

Possible Job Titles

- Medical Assistant



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.

