

Atlantic Technical College & Technical High School

MEDICAL ASSISTING

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.

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

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.



Program Length:

1300 hours
(approximately 12 months full-time)

Program Offered:

January

Delivery Method:

Traditional – 100% classroom based
Hybrid – less than 100% of required instructional hours via distance education

Days & Times:

Monday – Friday 7:05 am – 1:50 pm
Note: clinical externship hours may vary

Job Outlook:

For information regarding Medical Assisting salaries/wages, visit floridajobs.org



CAREER IN A YEAR

FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

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



Atlantic Technical College and Technical High School

4700 Coconut Creek Parkway, 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

For more information call **754-321-5200** or visit atlantictechnicalcollege.edu

MEDICAL ASSISTING

H170515 (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
Complio Bundle		\$109

Tuition, Lab, Assessment, Registration, Activity Fee (approximate costs)

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

\$4,399

GET STARTED TODAY!

YOUR ACTION STEPS:

- Step 1: Attend a Program Specific Orientation
- Step 2: Reply to Follow-up E-mail
- Step 3: Secure Funding Source
- Step 4: Registration, Payment and Enrollment

POSSIBLE JOB TITLES:

- Medical Assistant

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.

College Credit Transfer Opportunity and/or Advanced Standing:

Upon completion of the program and meeting eligibility requirements, students may articulate into the Surgical Technology program at Sheridan Technical College with advanced standing.

Books/Supplies:

For a list of books and prices go to 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.



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.