

Medical Assistant

INDUSTRY FACTS



What do medical assistants do?

Within the large and growing healthcare industry, medical assistants play a key role in keeping a healthcare

facility running smoothly. They perform general patient care and handle routine administrative responsibilities that frequently include the following:

- Obtaining patient vital signs
- Taking measurements
- Administering oral and parenteral medications
- Performing wound care
- Assisting during procedures
- Labeling and processing specimens
- Preparing for, performing, and monitoring EKG
- Managing medical records
- Processing health insurance

Where do medical assistants work?

Medical assistants work in healthcare facilities such as physicians' offices, hospitals, and clinics. The 24/7 nature of healthcare makes night and weekend schedules a possibility; however, most medical assistants work standard daytime hours.



How much do medical assistants earn?

With opportunities nationwide, medical assistants can earn competitive salaries. The U.S. Department of Labor reports that the middle 50% of professionals in the field earn between \$27,580 and \$38,340* a year.

Is the medical assistant field growing?

The healthcare industry is growing rapidly due to the country's aging population and new healthcare laws. As medical practices expand, medical assistants will take on more routine duties so physicians can see more patients. Employment for medical assistants is expected to grow by 29%, or over 184,000 jobs, by 2026.*

*U.S. Department of Labor, Bureau of Labor Statistics

"The Medical Assistant program was challenging and thorough. I'm extremely impressed with the content and the support from the staff throughout the entire process!"

KIMBERLY, CAREERSTEP LEARNER

Medical Assistant

PROGRAM DETAILS

Improve Your Life

In less than 4 months, you can be prepared for a successful new career as a medical assistant! With this training program, you'll have everything you need to get a good job to better support your family and improve your financial security—including a clinical externship so you can gain hands-on experience.

Prepare For A Better Job

Train affordably without sacrificing quality. This program's comprehensive training was developed by industry professionals with years of experience. The program is specially designed to help you succeed:

- Learn routine patient care
- Gain hands-on experience through a clinical experience in patient care, medical office administration, phlebotomy, and EKG
- Prepare for the Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), and Certified EKG Technician (CET) exams

Learn At Home

Online training minimizes the challenges of taking time out to return to school. The online training format offers distinct advantages:

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Enjoy the flexibility to adjust the time and effort you devote to your coursework each day

Achieve Success With Live Learner And Career Support

Our program is designed to help you accomplish your goal of getting a job. In addition to comprehensive training and online flexibility, you'll be assigned an Advocate who will be there for you every step of the way. You'll also have one-on-one access to our three support teams—learner support, technical support, and career services—to ensure that you can complete your training and prepare for a better future! All of these student success teams are committed to helping you succeed:

- Complete your training quickly
- Prepare for the CCMA, CPT, and CET exams
- Successfully move into the workforce

Program Modules and Approximate Completion Hours

Module	Hours
Getting Started & Program Overview	1
Microsoft Office Training Orientation	1
Word 2016: Beginner	10
Excel: Beginner	12
Medical Administrative Assistant Career and Certification	3
Computer Fundamentals	7
Grammar and Punctuation	10
Healthcare Structure and Organization	25
Medical Law and Ethics	5
Healthcare Documentation	10
Exploring Healthcare Reimbursement	25
Medical Word Building	15
Basic Anatomy	20
Mastering Medical Language	23
Medical Office Procedures	20
Medical Office Management	12
Practice Finances	10
Foundational Science	60
Patient Advocacy	25
Routine Patient Care	79
Clinical Patient Care	66
Phlebotomy	39
EKG Testing	13
Final Exam Preparation	1
Externship (Optional)	130
TOTAL	492