



Start here ... and work your way to a new career in one of the fastest growing occupations!

MEDICAL ASSISTANT

Would you like to work as an office support person in a doctor's office, clinic, medical facility, or human service agency?

You can learn to perform general administrative, receptionist, and basic clinical procedures in this noncredit program that combines classroom and laboratory instruction to help you understand patient needs, communicate well, and keep offices, clinics, and outpatient settings running smoothly.

Instruction will include administrative and medical/clinical topics:

Administrative

Microsoft Office
Communication
Reception, scheduling, and customer relations
Medical records management
Medical insurance/coding and billing
Phone etiquette
Ethics and HIPAA privacy

Medical/clinical

Anatomy and physiology
Medical terminology
Phlebotomy
Vital signs
Assisting a physician or nurse
Patient medical histories
Infection prevention and control
Safety and emergency procedures
Basic laboratory procedures

You will complete a **real work experience** (*externship*) and **gain job search skills**, including an orientation to the medical field, resume preparation, and interview skills.



Opportunity to become dual certified!

Upon completion, you may be eligible to sit for certification exams:

- Registered Medical Assistant (RMA) credential *offered by American Medical Technologists*
- Phlebotomy certification *offered by National Healthcareer Association*

Attend classes Monday-Friday, 9 a.m.-4 p.m. for a total of 30 weeks (*more than 800 hours of instruction and laboratory experience plus 160 externship hours*).

Cost: \$8,800 (*includes textbooks*)

Financial aid (PELL grant) is available for eligible students!

Next class will begin Fall 2011.

For more information, contact North Campus 570-724-7703 or e-mail MAprogram@pct.edu

Step onto the career ladder ... and reach your full potential.

To enroll in the noncredit Medical Assistant program you must:

1. Have completed a high school diploma or GED
2. Submit an essay (minimum 300 word) on why you want to become a medical assistant and what you think it takes to be a successful student
3. Submit a professional reference
4. Meet minimum proficiency for general computing/keyboarding as well as basic math skills
5. Show evidence of good medical and physical health by providing documentation of a pre-entrance medical exam and required immunization before the first day of class
6. Complete recent background check satisfactorily

After successful completion of the noncredit program, you will be able to:

- Operate a computer system
- Perform secretarial tasks
- Process billing and coding
- Process insurance claims
- Take patient medical histories
- Take and record vital signs
- Prepare patients for examination
- Schedule appointments
- Assist the physician
- Draw blood through various means
- Collect and process lab specimens
- Perform lab tests
- Sterilize instruments
- Take EKGs
- Purchase supplies and equipment

To increase your opportunities for career advancement in a related field:

Consider continuing your study at Pennsylvania College of Technology in order to earn an associate and/or baccalaureate degree. Programs of study relate to more than 100 career areas and include:

School of Business & Computer Technologies

Accounting & Financial Planning
Business Administration & Technology Management
Health Information Technology & Management
Legal Assistant/Paralegal & Nurse/Health Care Paralegal

School of Health Sciences

Applied Health Studies
Dental Hygiene
EMS/Paramedic
Nursing
Occupational Therapy Assistant
Physical Fitness Specialist
Physician Assistant
Radiography
Surgical Technology

School of Integrated Studies

Early Childhood Education
General & Individual Studies
Human Services



Penn College is a special mission affiliate of Penn State, committed to applied technology education.
For more information, visit www.pct.edu or contact the Admissions Office at 800-367-9222.

Penn College encourages qualified persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Disability Services at 570-320-5225, TTY: 570-321-5528, or fax 570.327.4501 in advance of your participation or visit.

An affiliate of The Pennsylvania State University

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