



Medical Assistant Program Fact Sheet 2024-2025

Program Description

- The Medical Assistant program is a 1,040-hour certificate program. The goal of the program is to prepare competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behaviors) learning domains. You will be able to perform basic clinical skills in a medical office setting or clinic, as well as computer skills, medical office management and patient relations. Upon completion of the program, you will be skilled in areas such as phlebotomy, medications, performing electrocardiograms, medical office procedures, clinical procedures, and assisting with examinations.

Occupational Outlook¹

- **Median Pay** = \$37,190/year (\$17.88/hour)
 - **Job Growth (2021-2031)** = 16% (much faster than average)
- ¹ U.S. Bureau of Labor Statistics Occupational Outlook Handbook

Cost

- \$10,150 – includes tuition, personal computer, program supplies, and books.
- Financial assistance through grants, scholarships and loans is available for those who qualify.

Program Completion Requirements

- Successful completion of all coursework and program competencies.
- Satisfactory completion of Practicum experiences.
- Be in compliance with the attendance policy.

Admission Requirements

Note: Student must be 18 years of age or older, and possess a high school diploma or GED.

1. Complete an Application.
2. Provide a copy of high school transcript or GED certificate.
3. Display ability to succeed in the classroom through one of the following measures (a or b):
 - a. Dated within the last 3 years from class start date, one of the following (i-vi):
 - i. High School Transcript showing a 2.5 Cumulative GPA or higher.
 - ii. GED earned with a score of 145 or higher in Language Arts.
 - iii. High School Equivalency Diploma earned with a score of 8 or higher on the Reading section of the HiSet test.
 - iv. TEAS test results showing 41.3% or higher score in the Reading section.
 - v. Passing TABE score on file at CCSD ACTE.
 - vi. College Transcript to be reviewed and approved by the Director.
 - b. Take the Adult Basic Education Admissions Test (TABE) and meet the following minimum scores:
 - Reading: 536If the minimum score is not achieved, assistance is required through our Adult College & Career Readiness Center (Aspire) before re-test.
4. Complete FBI/BCI background check.
 - No felony convictions for any offense identified in the Ohio Revised Code Disqualifying Offenses (3701-13-05)
 - No more than two (2) misdemeanor convictions within the past seven (7) years for an offense identified in the Ohio Revised Code Disqualifying Offenses (3701-13-05).
5. Complete an interview with school staff.
6. Complete financial aid paperwork.

Class Schedule

- September 3, 2024 – June 17, 2025
- Program Orientation days are on August 28, 2024 and August 29, 2024
- Monday-Thursday (Fridays during Practicum).
- 8:30am – 4:00pm. Practicum hours may vary based on Practicum site.
- Theory Total Hours: 428
- Lab Total Hours: 612

Program Outline

- Medical Terminology 74 hours
- Anatomy & Physiology 133 hours
- Computers & Keyboarding 74 hours
- Medical Office/EHR/Billing/Coding 225 hours
 - Introduction to Medical Assisting
 - Ambulatory Care Administration
 - Coding and Medical Billing Procedures
 - ICD-10CM, CPT, PCS, HCPCS
 - Medical Office Administrative Functions
- Law & Ethics 12 hours
- Basic Math & Pharmacology 32 hours
 - Assisting with Medications
- Medical Assisting Clinical 274 hours
 - Fundamentals of Clinical Medical Assisting
 - Assisting with Medical Specialties
 - CPR/First Aid
 - Diagnostic Procedures
 - Cardio-Graphic
 - Phlebotomy
 - Assisting with Surgeries
- Externship (Practicum) 160 hours
- Success Class/Career Management 56 hours

Practicum

- Practicum is at the end of the program and consists of 160 hours. Practicum is a closely supervised, unpaid assignment in the facility which provides for the student's on-the-job practical experience. The student is required to attend all hours of Practicum; however, if any time is missed, the student must make up all missed time at the convenience of the Practicum site in order to be eligible for graduation. Students must pass all course materials at 77% or higher and successfully demonstrate all procedures before proceeding to their Practicum.
- Each practicum site may require certain medical exams and immunizations in order to work there. These exams may include, but are not limited to; Drug Screen, TB test, physical, Hepatitis B vaccine, MMR Vaccine/Immunity evidence, Varicella Vaccine/Immunity evidence, influenza vaccine, and TDap.

Certification

- Students will have the opportunity to sit for the Certified Medical Assisting exam offered by the American Association of Medical Assistants and the Phlebotomy Technician Certification exam offered by National Center For Competency Testing .

The above is subject to change dependent upon school and community needs.

Mission Statement: Our mission is to provide the personal and professional development skills for our adult learners to obtain industry credentials for career employment in Northeast Ohio in-demand jobs, and future success in life.

Canton City School District Adult Career & Technical Education Center is an equal education and employment institution. CCSD ACTE admits students of any race, color, national or ethnic origin, religion, sex, age, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at CCSD ACTE. It does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, age, disability or any other characteristic provided by state or federal law in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school administrative programs.