



# Medical Assisting

Approved by New York State Education Department (NYSED)



MEDICAL ASSISTING is a fast paced rewarding career where your knowledge and skills will be in demand in many health care facilities. A medical assistant is a multi-skilled professional who works with patients and medical staff for the ultimate goal of quality patient care. A versatile member of any health care team, the medical assistant works with the physician in both administrative and clinical procedures in the medical office. Medical Assistants assist the physician with patient examinations and diagnostic procedures, perform EKGs and laboratory procedures. Students will also study anatomy and physiology, hematology, pharmacology and the administrative duties involved in running a medical office. Students spend one year studying medical administrative skills and one year developing advanced skills of a clinical medical assistant. A clinical internship in the second year of the program will be scheduled for those students meeting the criteria.

*\*Additional medical requirements are necessary for full participation in this program including but not limited to a physical (beyond what the school requires) and vaccinations i.e. flu, COVID-19. These requirements are subject to change as per current health guidelines.*

## Work Environment

The medical assistant is prepared for entry-level employment in a variety of occupations in the health care industry. Various job titles are: Medical Assistant, Medical Secretary, Medical Receptionist, Billing Clerk, Insurance Claims Processor and Medical Collections.

## Career Opportunities

Laboratories  
HMO's  
Medical Clerks  
Medical Offices  
Clinics  
Hospitals  
Industry  
Urgent Care Centers

## Advanced Standing Available\*

Five Towns College  
Monroe College  
SUNY Canton  
Wilson Tech Adult Program

\*College credits may be earned by meeting the criteria of articulation agreements (see listing in Handbook) Tech has established with SELECT colleges. In addition, check directly with the post-secondary institutions for any additional credits they may offer.

## Helpful Preparatory Courses

- Biology

## Academic Credits integrated:

Tech Math, Tech Phys Sci, Eng 12, Health, CFM, Comp App

## CTE Endorsement

Students must successfully meet the academic and attendance criteria for a two-year Wilson Tech Certificate of Completion, be High School diploma eligible, and pass the following exam: Skills USA Career Essentials Exam - Medical Assisting

## Student Supplies

Additional supplies will need to be purchased for this program including a uniform.

## Average Annual Wage

Salaries are subject to market fluctuations.

For the most current updates on local & national wages go to job search engines on the internet and [www.careerzone.ny.gov](http://www.careerzone.ny.gov)

## Course Outline

- Communications
- Medical Law and Ethics
- Anatomy & Physiology  
Phlebotomy/Venipuncture
- First Aid
- Laboratory Procedures
- Pharmacology
- Clinical Practices
- Sterilization Techniques
- Infection Control
- Medical Terminology
- Electrocardiography
- Medical Specialties
- Electronic Health Records
- Medical Administrative Duties
- Accounts Management
- Office Management
- Billing Procedures  
(including Electronic)
- Vital Signs
- Clinical Internship