

a great
place
to start for



MEDICAL ASSISTING

The Medical Assisting Program is designed to prepare students to assist with the administrative functions in the front of the Medical Office and also teaches the skills to work in the back of the Medical Office within the health care system of the community. Students successfully completing this program will be able to perform the administrative tasks of a medical receptionist including registering new patients, using proper telephone techniques, scheduling appointments, filing medical records, and typing medical reports during the first semester. Anatomy and Physiology and Medical Terminology are taught as well in the first semester. The second semester is devoted to working in the back of the Medical Office. Laboratory skills including phlebotomy, ECG technician, basics of Radiology, Sterile technique, handling laboratory specimens, medication administration and proper dosage calculations, emergency procedures and first aid will be taught. Essentially all the skills needed to assist in the modern Medical Office will be addressed.

The following certificate may be earned:

Medical Assisting

Class hours

5:00-9:00 pm, M, T, W, Th

To be purchased off campus

Criminal Background Check & Drug Screening: \$61.20

Price could vary per state, additional fees could be required (If individual reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis. Students who have successfully completed the terms of the deferred adjudication agreement will not be disqualified.)

TB Skin Test: \$20.00 - \$80.00

for Suggested facilities: Denver Public Health, Tri-County Public Health, Urgent Care Centers and Walgreens (or arranged with private physician)

Hepatitis B Vaccine: \$195.00

Series of immunizations given through your own physician (optional)

Highly recommended

Uniforms (Grey): \$35.00 - \$75.00

Watch with second hand (waterproof): \$20.00 - \$30.00

****Internships are selected placements in local facilities. Not all students will qualify for internships.**

Estimated cost

Tuition**:

Semester 1:	Semester 2:
\$2,460.00 (Tuition)	\$1,845.00 (Tuition)
\$250.00 (Credit Hour Fee)	\$200.00 (Credit Hour Fee)
<u>\$2,710.00</u>	<u>\$2,045.00</u>

Program Charges: \$500.00/semester*

Clinical Charges: \$50.00

Student ID: \$10.00/yearly

CTSO Charge: \$20.00/yearly

National CCMA Certification Charge: \$165.00

Online Preparation for National CCMA Certification

Study Guide: \$73.00

BLS/ Heart Code Certificate: \$30.00

Optional/(off-campus purchase): \$20.00-\$30.00 (plus tax)

BP Cuff, Stethoscope, Scrubs & Watch are required

Books: \$357.00 (plus tax)

Cost varies depending on class

Estimated Totals:

Medical Assisting Certificate: \$6,490.00 (plus tax)

Students will be charged a program fee each semester they attend*

Based on Colorado Resident In-state tuition**

Additional costs may apply. All books, kits & supply costs are estimated. Please contact our Advising Department (303)344-4910, ext 27909 or ext 27935.

Internship Expenses:**


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Cost and information revised March 2019 and subject to change

Medical Assisting Certificate

Certificate length: 2 Semesters

Courses required for this certificate:

MOT 125 Basic Medical Sciences I
MOT 133 Basic Medical Sciences II
MOT 135 Basic Medical Sciences III
HPR 102 CPR for Professionals
MOT 130 Insurance Billing and Coding
MOT 136 Intro to Clinical Skills
MAP 140 Medical Assisting Clinical
MAP138 Medical Assisting Laboratory
MAP 110 Medical Office Administration
MAP 150 Pharmacology-Medical Assts
HPR 178 Seminar: Medical Terminology
MOT 189 Review Medical Assistant National Exam
MOT 289 Capstone

Medical Assisting Certificate Total: Clock Hours: 600 Credit: 34.5

Please visit www.pickenstech.org to view our catalog online for course descriptions.

The Medical Assisting Certificate is eligible for Financial Aid. You may begin the Financial Aid process by completing your Free Application for Federal Aid (FAFSA) at www.FASFA.ed.gov. If you have further questions, please call (303)344-4910, ext 27797.

Career Opportunities

Medical office positions are among the fastest growing occupations in the state and in the nation due to technological advances in medicine and the growing and aging population needing outpatient care. The Medical Assisting Program is designed to prepare students to serve in with administrative and back office functions as employees within the health care system of the community. Large concentrations of this occupation are found in these industries: Offices of physicians and specialists, hospitals, insurance companies, and nursing homes.

Work Environment

People in the medical office industry work indoors, in a medical office setting. Working in the front of a medical office involves sitting most of the time and using a computer extensively. Working in the back of the medical office is assisting the medical Provider in a hands-on way working with patients. You become part of the medical team of the office in providing the latest medical care available.

Salary Median: \$31,800.00/year

Careers

- Medical Assisting
- Clinical & Laboratory
- Medical Secretary
- Medical Administrative Assistant
- Medical Receptionist
- Medical Records Technician
- Medical Admitting Clerk
- Medical Insurance Specialist
- Unit Support Representative
- Insurance Claims and Processing Clerks
- Phlebotomist

Further your education to become:

- Medical Office Manager
- Health Care Administrator
- Medical/Clinical Assistant
- Medical Insurance Coding Specialist
- Patient Relations Representative
- Health Information Administrator

