

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, F

Internship Expenses:**

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

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: \$2,600.00 (Tuition) \$250.00 (Credit Hour Fee) \$2,850.00	Semester 2: \$1,950.00 (Tuition) \$200.00 (Credit Hour Fee) \$2,150.00
---	---

Program Charges: \$500.00/semester*

Clinical Charges: \$50.00 (2nd semester)

Student ID: \$10.00/yearly

CTSO Charge: \$20.00/yearly

Mind Tap Access: \$70.00 (plus tax)

Cost varies depending on class

National CCMA Certification Charge: \$165.00

Online Preparation for National CCMA Certification Study Guide: \$75.00

Heart Code CPR Online Certification Course: \$28.50 (plus tax)

Heart Code BLS/CPR/AED Hands-on: \$20 (2nd semester)

Mandatory but to be purchased off campus:

Uniforms (Grey): \$75.00

Optional: \$20.00-\$30.00 (plus tax)

Hard Copy Textbooks: \$357.00 (plus tax)

Heart Code BLS Course Charge Supplies: \$25.00

BP Cuff, Stethoscope, Scrubs & Watch are required

Estimated Totals:

Medical Assisting Certificate: \$6,581.50 (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. Cost, information, and classes are subject to change at any time. Books, kits, and other on campus supply purchases are non-refundable.

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


PICKENS
TECHNICAL COLLEGE
Education That Works.

500 Airport Blvd, Aurora, CO 80011 • www.pickenstech.org • (303)344-4910

Cost and information revised **October 2021**