



# MEDICAL ASSISTING

## Medical Assisting Certification

Support the work of physicians, nurses, and other health professionals by performing clinical and administrative work

The program curriculum prepares students for the CCMA certification. The medical assistant program will help students learn a variety of skills used in the industry, including the following:

- Assisting in minor surgical procedures
- Vision and hearing testing
- Injections
- Cast application and removal
- Understanding of medical terminology, anatomy, and physiology
- Emergency procedures and first aid
- Perform back office functions such as: phlebotomy, medical filing, ECG/EKG machines, and specimen handling and testing
- Medication administration and dosage calculations

### Suggested educational levels:

- English literacy (reading, writing, speaking, and listening)

### Suggested physical abilities:

- Capable of lifting 30 pounds
- Capable of sustained activity for 5 hours at a time

### Class Hours:

- Morning: 7:50am-10:40am Mon.-Fri.
- Afternoon: 12:05pm - 2:55pm Mon.- Fri.
- Evening: 5:00pm - 9:30pm Mon. - Thu.
- Program is 2 semesters in length, with start dates in Fall.

## Tuition and Credit Hour Calculation

### Semester 1

\$2,600.00 (Tuition)
+ \$250.00 (Credit Hour Fee)
<b>\$2,850.00</b>

### Semester 2

\$1,950.00 (Tuition)
+ \$200.00 (Credit Hour Fee)
<b>\$2,150.00</b>

Based on Colorado Resident In-State Tuition

## Estimated Program Costs (to be paid at Picken's payment office)

### Tuition and Credit Hour Fees:

Semester 1: \$2,850.00

Semester 2: \$2,150.00

### Required On Campus Costs:

Program Charges: \$500.00 (each semester)

Student ID: \$10.00 (each year)

CTSO Charge: \$20.00 (each year)

Clinical Charges: \$50.00 (semester 2)

Mind Tap Access: \$70.00 (+ tax)

National CCMA Certification Charge: \$165.00

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

Heart Code BLS/CPR/AED - Hands-on: \$20.00

### Estimated Total:

Medical Assisting Certificate: \$6,410.00 (+tax)

## Additional Relevant Costs (estimated)

### Required Off Campus Costs:

Grey Uniforms: \$75.00

Heart Code CPR Online Certification - Course: \$28.50

Heart Code BLS Course Charge - Supplies: \$25.00

### Internship Expenses:

**Criminal Background Check and Drug Screening: \$61.20**

Price can vary by state. Additional feed may be required if applicant reveals information that could be relevant to the application. The designated individual responsible for background checks may request additional information from the applicant. Any offenses shall be reviewed on a case-by-case basis.

Students who have successfully completed the term of the deferred adjudication agreement will not be disqualified.

TB Skin Test: \$20.00 - \$80.00

Hepatitis B Vaccine: \$195.00

Immunizations given through personal physician:

Optional step, but highly recommended.

Waterproof Watch with a second hand: \$20.00 - \$30.00

Internship expenses are required, off campus costs for qualifying students. Internships are selected placements in local facilities. Not all students will qualify for internships.

Credits:  
34.5

Length:  
1 year

Cost:  
\$6,410

# MEDICAL ASSISTING

## Courses required for this certificate:

### HPR 1011 CPR for Professionals

Meets the requirements for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients.

### HPR 1038 Medical Terminology

Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots, and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting.

### MAP 1010 Medical Office Administration

Introduces the administrative duties specifically used in medical offices.

### MAP 2038 Medical Assisting Laboratory

Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience.

### MAP 2040 Medical Assist Clinical Skills

Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

### MAP 1050 Pharmacology - Medical Assistants

Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

### MOT 1025 Basic Medical Sciences I

Teaches the anatomy and physiology, pathophysiology and drug therapy of the immune, musculoskeletal, and digestive systems. A discussion of pediatric implications as they relate to clinical physiology will also be covered.

### MOT 1040 Insurance Billing and Coding

Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

### MOT 1026 Basic Medical Sciences II

Teaches the anatomy and physiology, pathophysiology and drug therapy of the cardiovascular, respiratory, and dermatology systems.

### MOT 1027 Basic Medical Sciences III

Covers the anatomy and physiology, pathophysiology and drug therapy of the Renal, Reproductive, Neurological, and Endocrine systems.

### MOT 1036 Intro to Clinical Skills

Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of universal precautions/ OSHA regulations, HIPAA, medical asepsis, procedural gowning and gloving, patient draping and positioning, and measurement of vital signs.

### MOT 2069 Review for Medical Assistant Association National Exam

Prepares the candidate sitting for the National Registration/Certification Examination for Medical Assistant through review and practice. These examinations are given with the intent of evaluating the competency of entry-level practitioners in Medical Assisting, therefore supporting quality care in the office or clinic.

### MOT 2089 Capstone

Emphasizes a syntheses of the information and skills that students learned throughout the Medical Assisting program.

## MEDICAL ASSISTING CERTIFICATE

**Certificate Total:** Clock Hours: 600 Credit Hours: 34.5

**Certificate Length:** 2 semesters



Cost and information revised **November 2022**  
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Additional costs may apply. All books, kits & supply costs are estimated. Cost, information, and classes are subject to change. Statistics present are based on the US Bureau of Labor Statistics. 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](http://www.FAFSA.ed.gov). If you have further questions, please call (303)344-4910.