

a Great  
**place**  
to start **for**



# MEDICAL ASSISTANT

education that works!

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 Certificate

#### Class hours

7:50-10:40 am, M, T, W, Th, F OR

12:05-2:55 pm, M, T, W, Th, F OR

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



500 Airport Blvd, Aurora, CO 80011 • [www.pickenstech.org](http://www.pickenstech.org) • (303)344-4910

Cost and information revised June, 2018 and subject to change

#### Estimated cost

##### Tuition\*\*:

**Semester 1:** \$1,972.00(Tuition)  
\$220.00(Credit Hour Fee)  
\$2,192.00

**Semester 2:** \$1,856.00(Tuition)  
\$210.00(Credit Hour Fee)  
\$2,066.00

**Program Charges:** \$500.00/semester\*

**Clinical Charges:** \$50.00

**Student ID:** \$10.00/yearly

**CTSO Charge:** \$20.00/yearly

**National CCMA Certification Charge:** \$155.00

**Online Preparation for National CCMA Certification**

**Study Guide:** \$65.00

**BLS/ Heart Code Certificate:** \$30.00

**First Aid Mental Health Certification:** \$25.00

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

**BP Cuff, Stethoscope, Scrubs & Watch are required**

**Books:** \$271.00 (plus tax)

Cost varies depending on class

#### Estimated Totals:

**Total Medical Assisting Certificate:** \$6,082.00 (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.*

## 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  
MOT 140 Medical Assisting Clinical  
MOT 138 Medical Assisting Laboratory  
MOT 110 Medical Office Administration  
HWE 117 Mental Health First Aid  
MOT 150 Pharmacology-Medical Assts  
HPR 178 Seminar: Medical Terminology  
MOT 189 Review Medical Assistant National Exam  
MOT 289 Capstone

**Total:** Clock Hours: 607.5 Credit: 35.5

*Please visit [www.pickenstech.org](http://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](http://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