



Are you Interested in Becoming a Medical Assistant?

A Career that Cares



Career Quiz

- Do you want a meaningful job?
- Do you like helping others?
- Are you interested in health and medicine?
- Are you a people person?
- Are you good at multitasking?
- Do you like a variety in your work?

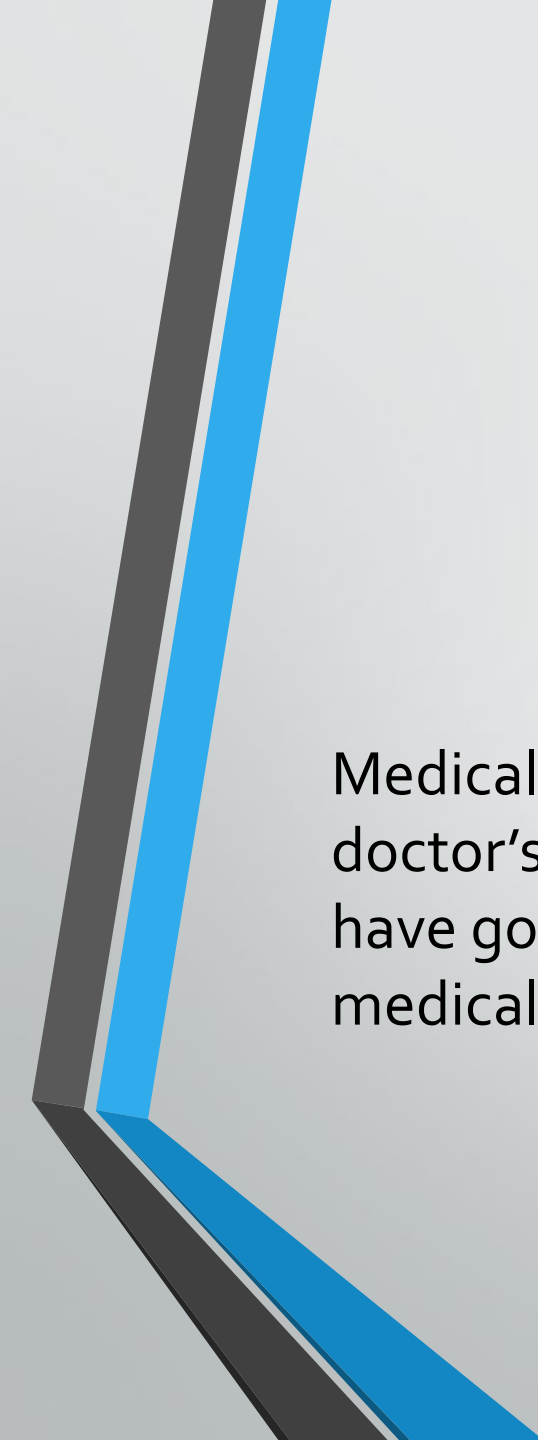


Did you answer Yes to any question?

Let's find out what Medical Assistants actually do at work.

Medical Assistants are communication liaisons on the healthcare team. They are cross-trained in both administrative and clinical duties.

Skills and knowledge will vary depending on medical specialty.



Give Health Care a Human Touch

Medical assistants are instrumental in helping patients feel at ease in the doctor's office. They often explain instructions for tests and procedures. If you have good communication skills and are usually told you have a caring soul, medical assisting maybe your career. Proceed to find out more...

Medical Assisting is one of the Fastest Growing Careers!

- Do you like children? You can work in Pediatrics.
- Do you like Women's health? OB/GYN maybe of interest to you.
- Family Medicine will cover both adult and children.
- Internal Medicine will include adults and elderly patients.

Medical Specialties will allow you to narrow a focus of care:

- ENT
- Orthopedics
- Oncology
- Cardiology
- Dermatology
- Plastic Surgery and so many more



Where does a Medical Assistant work?

Private doctor's offices, ambulatory care, urgent care clinics, and outpatient surgery centers.



**Certified Medical Assistants (CMA)s are
trained in administrative and clinical duties
and are the ultimate multi-taskers!**

Administrative Duties

- Welcome patients
- Answer telephones
- Prioritize tasks for patient appointments
- Establish and maintain medical records (paper or electronic health records)
- Code and complete insurance claim forms
- Schedule appointments
- Monitor the workflow in the reception area
- Arrange for hospital admissions
- Schedule laboratory services, referrals and diagnostic tests
- Process payments for services rendered
- Receive supply orders and rotate stock

Clinical Duties

- Screen patients
- Take medical histories
- Prepare patients for examinations
- Obtain vital signs (Temperature, Pulse, Respirations, Blood Pressure)
- Instruct patients about medication and special diets
- Transmit prescription orders as directed
- Administer injections as ordered
- Assist physicians during exams, diagnostics procedures & treatments
- Collect and prepare laboratory specimens
- Phlebotomy (Draw blood)
- Perform basic laboratory tests
- Perform quality control procedures
- Take electrocardiograms (ECGs)
- Remove sutures and change dressings
- Set up and clean up for minor surgical procedures

Job Opportunities in the Lowcountry

- There are numerous certified medical assisting positions available in the area. The Lowcountry has a huge medical community, and new medical practices open yearly.
- Salaries vary depending on experience; salaries have risen in the last year due to the shortage of CMAs.
- Working in a medical office differs from working in a hospital. Most medical offices work 9-5 five days a week, whereas hospitals require shift work and work holidays and are open 365 days.

Why should you choose TTC's Medical Assisting Diploma program?

- The Medical Assisting program graduated its first class of medical assistants in 1989. That makes it the most extended accredited program in the tri-county area and the second longest in South Carolina.
- Our graduates work in doctor's offices and hospitals. Many have continued their education in healthcare and are nurses, nurse practitioners, X-ray technicians, lab assistants; along the way, they have earned Bachelor's, Master's & Doctorate degrees.
- The credit courses you take in the Medical Assisting Diploma and Associate degree programs will continue to support your career goals and may transfer to other colleges.

Reasons to choose TTC's Medical Assisting Diploma program

Employers prefer their medical assistants to have formal education, and accredited programs provide academic and clinical training in various areas, including...

- Human anatomy, physiology, and pathology
- Medical Terminology
- Keyboarding and computer applications
- Recordkeeping and accounting
- Coding and insurance processing
- Laboratory techniques
- Clinical and diagnostic procedures
- Pharmacology
- Medication administration
- First aid
- Office practices
- Patient relations
- Medical law and ethics



TTC's Medical Assisting Diploma Program is

Accredited by the Commission on
Accreditation of Allied Health
Education Programs (CAAHEP)
www.caahep.org

Graduates are eligible to sit for the
CMA (AAMA) Certification Exam
administered by the American
Association of Medical Assistants
(AAMA).

Earn an Associate Degree at the same time

The Medical Assisting associate degree is an option to work on while taking medical assisting classes. Students are assigned to both majors when accepted into the MA program.

Learn more about the Associate in Applied Science General Technology- Medical Assisting.

First, your advisor will review your college transcript for applicable courses to meet the graduation requirements.

If you still need course requirements, courses can be added to any term you are registered in classes. Adding 5 or 6 courses to the medical assisting diploma program can earn you an Associate in Applied Science General Technology degree- Medical Assisting.

It is that easy!

This is an option to complete and is not required.

Take a Look at the Diploma Curriculum

General Education Core Requirements

Recommended

Communication:

ENG 101 English Composition I 3

SPC 209 Interpersonal Communications 3

Behavioral/Social Sciences:

PSY 201 General Psychology 3

Support Courses in Allied Health

Required

AHS 104 Medical Vocabulary-Anatomy 3

AHS 121 Basic Pharmacology 2

AHS 142 Phlebotomy 2

AHS 170 Fundamentals of Disease 3

Professional Courses (MED)

MED 103 Medical Assisting Intro.	3	MED 135 Medical Office Insurance I	2
MED 122 Medical Assist. Lab Procedures. I	2	MED 136 Medical Office Insurance II	2
MED 125 Medical Assist. Adv. Laboratory	2	MED 141 Medical Office Clinical Skills I	2
MED 131 Admin. Skills of Med Office I	2	MED 142 Medical Office Clinical Skills II	2
MED 134 Medical Assist. Financial Mgt.	2	MED 151 Medical Assisting Clinical I	4
		MED 152 Medical Assisting Clinical II	4

Additional Courses Required towards the Associate of Applied Science General Technology MED

General Education

Add:

MAT 155 Contemporary Mathematics 3

or

*MAT 120 Probability and Statistics 3

Humanities Choice 3

A total of 15 credits in General Education

*Courses that apply to nursing requirements

** Small Business/Management track

Select eight credits from the following :

*BIO 210 Anatomy & Physiology I 4

*BIO 211 Anatomy & Physiology II 4

**MGT 101 Principles of Management 3

**MGT 120 Small Business Management 3

*PSY 203 Human Growth and Development 3

PSY 212 Abnormal Psychology 3

SOC 101 Introduction to Sociology 3

**BUS 101 Introduction to Business 3

**MKT 101 Marketing 3

Medical Assisting Program Admission Requirements

- Apply to the college if you have not already done so.
- Complete the Health Sciences Application.
- Provide proof of Keyboarding skills; High School keyboarding transcript or complete AOT 105 Keyboarding or contact program faculty regarding other options.
- Achieve a minimum cumulative 2.0 GPA at the time of acceptance and the date of entry into the program based on classes taken within five years of acceptance into the program.
- After receiving notification of the accepted application. Complete the Information Session quiz and achieve a score of 100 % .
- Submit a Statement of Completion form online. The link is on the Health Sciences webpage.

Are you ready to Apply?

Search the College webpage for more information on the Medical Assisting program. https://www.tridenttech.edu/academics/divisions/hlthsc/hlthsc_medAssist.htm

Complete the Health Science application <https://hsapp.tridenttech.edu/HealthApp/>

Complete the Program Admission requirements.

Request a Medical Assisting Advisor when you change your Major to Medical Assisting.



Medical Assisting is a rewarding career that lays a solid foundation in healthcare. You can use it as a stepping stone after gaining clinical experience to take you to a new health profession when you are ready.