

Medical Assisting

LAKE AREA TECHNICAL INSTITUTE



A Medical Assistant

Medical Assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors and optometrists running smoothly. Medical assistants in larger practices tend to specialize, while those in smaller practices do everything.

A Day in a Medical Assistant's Life

The Administrative duties of a Medical Assistant include:

- Receiving patients in a professional and friendly manner
- Performing numerous office duties and public relations functions
- Scheduling appointments

The **Clinical** responsibilities of a Medical Assistant include:

- helping patients prepare for examinations
- assisting the doctor
- cleaning and sterilizing instruments and equipment
- assisting in emergency situations

Educational Requirements of a Medical Assistant

Associate of Applied Science (AAS)

The full-time, eighteen month program is comprised of competency-based instruction and a supervised externship.

Externship: As a student of medical assisting, you will be required to complete a 240-hour, non-paid, supervised externship in a medical facility. The externship will provide you with a total picture of your responsibilities as a medical assistant, including observation of a working health care facility. You'll also gain valuable experience working with other healthcare professionals as you develop and utilize your technical skills.

When you complete the program you will be eligible to take a national certifying examination.

A Rewarding Career in Medical Assisting

The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. While medical assistants work in a variety of settings, most work in a clinic or doctor's office. Work hours are usually Monday through Friday, although many clinics offer extended evening and weekend hours.

Placement

Here at Lake Area Tech we are extremely proud that 98% of our graduates are employed or continuing their graduation.

Accreditation The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350 www.caahep.org



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