



# Medical Assistant

**Flexible Online Program • Intermediate Technical Certificate • Selective Admission**

## Overview

Medical Assistants work side by side with doctors, nurses, and others on the healthcare team, treating patients from newborns to senior citizens. They demonstrate a blend of varied skills including administrative, clinical, communication, and interpersonal abilities. North Idaho College now offers students the opportunity to complete the Medical Assistant Technical Certificate through online coursework and a lab component located on campus one day a week.

## Program Highlights:

- Online – Access your courses anytime and anywhere.
- Fast-Track – Complete the program in a year.
- Flexible – Study at times convenient for you.
- Affordable – Costs are manageable and financial aid is available to those who qualify.
- Hands-On – Lab work completed one day a week on campus.
- The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

## FIND OUT MORE:

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See reverse for  
program requirements

## Idaho Center of Excellence Healthcare Partnership

Idaho State University • Lewis-Clark State College • North Idaho College



# North Idaho College

[www.nic.edu](http://www.nic.edu)

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## Employment Outlook

Expected to grow 29 percent nationally through 2022, much faster than average for all occupations.

Wages range from \$23,000-\$37,700

Idaho's medical assistants beginning wages are higher than national average.

—Bureau of Labor Statistics

## How much will the program cost?\*

Tuition and fees: \$7,867

Books and supplies: \$1,615

\* The amounts shown above include costs for the entire program, assuming normal time to completion. Note: This information is subject to change.

## North Idaho College

NIC offers the best of all worlds for learning and living. Quality instruction, small classes, and caring, talented faculty are the driving forces behind NIC's success.

North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.

## Job Responsibilities

Medical Assistants are cross-trained to perform administrative and clinical responsibilities. Here is a quick overview (duties vary between facilities depending on location, size, specialty, and state law).

### Clinical:

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during exams
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and dietary restrictions
- Preparing and administering medications as directed by a physician
- Authorizing prescription refills as directed
- Drawing blood
- Performing electrocardiograms
- Removing sutures and changing dressings

### Administrative:

- Using computer applications
- Answering telephones
- Greeting patients
- Updating and filing patient medical records
- Coding and completing insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Managing correspondence, billing, and bookkeeping

## Admission Requirements

1. High school diploma or GED
2. Minimum grade of C/2.0 must be earned in each of the courses required for the program.
3. Complete the following prerequisite courses:
  - a. ALTH 106
  - b. BIOL 175
  - c. MCTE 102 (Formerly MATH 102)
4. Demonstrate an ability to key 35 net words per minute. Examples of documentation include, but are not limited to:
  - a. Proof of competency from a temporary employment agency or Idaho Department of Labor
  - b. Credit by examination in CAPS-112
  - c. Successful completion of CAPS-112
5. A criminal background check will be required upon acceptance into the medical assistant program. Violations which appear on the criminal background check may result in denied access to clinical sites and therefore inability to complete the program.

### First Semester

CAOT-168	Integrated Medical Office Software	3
CAOT-179	Medical Terminology	2
MAST-100	Phlebotomy	2
MAST-101	Clinical Skills for Medical Assistants I	3
MAST-111	Administrative Skills for Medical Assistant I	3
PHAR-150	Introduction to Pharmacology	3
<b>Semester Total</b>		<b>16</b>

### Second Semester

ALTH-107	Communication for Health Professions	1
CAOT-186	Medical Coding	3
MAST-201	Clinical Skills for Medical Assistants II	3
MAST-205	Administration of Medications	3
MAST-211	Administrative Skills II	3
PSYC-101	Introduction to Psychology	3
SOC-101	Introduction to Sociology	3
<b>Semester Total</b>		<b>16</b>

### Third Semester

ENGL-101	English Composition	3
MAST-216	Medical Assistant Externship	5
<b>Semester Total</b>		<b>8</b>
<b>Program Total</b>		<b>40</b>
<b>Total Including Prerequisites</b>		<b>49</b>

*This project was funded \$6,438,050 (100 percent of its total cost), from a grant awarded under the Trade Adjustment Assistance Community College and Career Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration (#TC-26479-14-60-A-16).*

# Careers in a growing and exciting field.

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