

# Medical Assistant

## INDUSTRY FACTS



### What do medical assistants do?

Within the large and growing healthcare industry, medical assistants play a key role in keeping a healthcare

facility running smoothly. They perform general patient care and handle routine administrative responsibilities that frequently include the following:

- Providing wound care
- Assisting with sutures and fractures
- Performing phlebotomy
- Obtaining vital signs
- Administering medications
- Assisting during procedures
- Labeling and processing specimens
- Preparing patients for and perform EKGs

### Where do they work?

Medical assistants work in healthcare facilities such as physicians' offices, hospitals, and clinics. The 24/7 nature of healthcare makes night and weekend schedules a possibility; however, most medical assistants work standard daytime hours.



### How much do they earn?

With opportunities nationwide, medical assistants can earn competitive salaries. The U.S. Department of Labor reports that the middle 50% of professionals in the field earn between \$27,580 and \$38,340\* a year.

### Is the medical assistant field growing?

The healthcare industry is growing rapidly due to the country's aging population and new healthcare laws. As medical practices expand, medical assistants will take on more routine duties so physicians can see more patients. Employment for medical assistants is expected to grow by 29%, or over 184,000 jobs, by 2026.\*

\*U.S. Department of Labor, Bureau of Labor Statistics

"The Medical Assistant program was challenging and thorough. I'm extremely impressed with the content and the support from the staff throughout the entire process!"

**KIMBERLY, CAREERSTEP LEARNER**

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## PROGRAM DETAILS

### Improve Your Life

When it comes to career training, you'll find a lot of posers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push. A nudge in the right direction—and your whole life could change. New doors opened. New worlds discovered. And new opportunities explored.

### Prepare For A Better Job

Train affordably without sacrificing quality. This program's comprehensive training was developed by industry professionals with years of experience—specially designed to help you prepare for the Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), Certified EKG Technician (CET), and Certified Medical Administrative Assistant (CMAA) exams.

### Learn Your Way

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

### Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from sign-up through course completion.

- Learner support
- Technical support
- Career support

### Get Certified

We'll prepare you to take nationally recognized exams so you can explore greater opportunities in your area.

- **Certified Clinical Medical Assistant (CCMA)**
- **Certified Medical Administrative Assistant (CMAA)**
- **Certified Phlebotomy Technician (CPT)**
- **Certified EKG Technician (CET)**

### Program Outline

#### Course

Program Orientation

Medical Assistant Career Introduction

HealthCare Foundational Knowledge and Basic Science

Anatomy and Physiology

General Patient Care

Pharmacology Basics

Infection Control

Testing and Laboratory Procedures

Externship Readiness Skills

Patient Care Coordination and Education

Medical Administrative Assistant

Communication and Customer Service in the Healthcare Office

Electronic Medical Records

Medical Laws and Ethics

Phlebotomy

EKG and Cardiovascular

Career Success in Healthcare

Medical Assistant Final Exam

HIPAA Workforce Training

Initiating Your Externship

Clinical Externship

Program Completion

**TOTAL HOURS: 583**

**483 Coursework, Simulations, and Experiential +100 Clinical Externship**