Medical Assisting
(HEGIS 5214) see College Catalog

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE; 63 Semester Credits Required for Graduation

Sample of Professional Courses:
- Anatomy & Physiology for Allied Health Professionals
- Medical Terminology
- Laboratory Techniques I
- Medical Reimbursement
- Medical Office Administration
- Pharmacology for Allied Health Professionals
- Medical Emergency for Allied Health Professionals
- Law & Ethics for Healthcare Professionals
- Laboratory Techniques II
- Medical Billing
- Clinical Office Procedures
- Psychosocial Aspects of Health Care
- Microbiology
- Medical Assisting - Externship with two contact hours on campus

INDUSTRY CERTIFICATIONS:
- **CBCS** - Certified Billing and Coding Specialist - Awarded by NHA
- **CCMA** - Certified Clinical Medical Assistant - Awarded by NHA
- **CET** - Certified EKG Technician - Awarded by NHA
- **CMA** - Certified Medical Assistant - Awarded by AAMA
- **CMAA** - Certified Medical Administrative Assistant - Awarded by NHA
- **CPC-A** - Certified Professional Coder Apprentice - Awarded by AAPC
- **CPCT/CPCA** (Exam Combo) - Certified Patient Care Technician/Patient Care Associate - Awarded by NHA
- **CPT** - Certified Phlebotomy Technician - Awarded by NHA
- **RMA** - Registered Medical Assistant - Awarded by AMT
- **NCMA** - National Certified Medical Assistant - Awarded by NCCT

OCCUPATIONS: Various Locations - Clinical Medical Assistant, Phlebotomist, EKG Technician, Dialysis Technician*, Intake Worker Patient Representative, Chiropractic Assistant

* Additional Training Required
Medical Assisting

The Medical Assisting program is a multi-disciplinary program that trains students to become allied health professionals who assist physicians and other health care providers in a myriad of medical settings. Students learn to perform the administrative duties of scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls, writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances.

Students learn to perform clinical duties, including asepsis and infection control, taking patient histories and vital signs, first aid and CPR, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

The program is designed to prepare students to sit for the Certified Medical Assistant (CMA) Examination administered by the American Association of Medical Assistants (AAMA) or the Registered Medical Assistant (RMA) Examination administered by the Association of Medical Technologists (AMT).

Job outlook

“Employment of medical assistants is projected to grow 23 percent from 2014 to 2024, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.” Retrieved June 7, 2017 from http://www.bls.gov/ooh/healthcare/medical-assistants.htm.

Job Flexibility

Full-time versus part-time: Most medical assistants work 40 hours per week and overtime may be required. Those working in healthcare facilities open 24 hours a day may work in the evenings or overnight shifts.


SAMPLE LIST OF 2015 - 2017
EXTERNSHIPS SITES • JOB PLACEMENT SITES

Beth Israel Medical Center for Infertility
Brooklyn Family Health Care
Brooklyn Multi Specialty Group
Doshi Diagnostic**
Drugs R US
East Tremont Specialty Clinic
Grand Concourse Medical Practice
Long Island College Hospital**
Manhattan Internal Medicine
Medical Associates of Wall Street**
Metropolitan Hospital**
NYC Brooklyn Medical LLC
Physicians Family Health Service
St. Barnabas Hospital
University Medical
Walgreens Pharmacy
Wyckoff Heights Hospital**

Brooklyn Hospital**
Centers Plan for Healthy Living
City MD
Duane Reade **
Eastside Massage Therapy
Elmhurst Hospital Center**
Harlem Hospital**
Kingsbrook Jewish Medical Center
Maimonides Medical Center**
Manhattan Billing and Collection
Massage Envy Spa (Multiple Locations)
Mt. Sinai Hospital
NY Presbyterian Hospital
Rite Aid Pharmacy
Sunny Downstate Medical Center**
Visiting Nurses Services**
Weill Cornell Medicine

** Companies that have placed ASA students in externships and jobs.

For required program disclosure information, please visit our website at www.asa.edu/disclosure.asp

DIVISION OF HEALTH DISCIPLINES

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE PROGRAM:
• Health Information Technology
• Nursing

ASSOCIATE OF OCCUPATIONAL STUDIES (AOS) DEGREE PROGRAMS:
• Healthcare Office Administration
• Massage Therapy
• Medical Assisting
• Pharmacy Technology

CERTIFICATE PROGRAM:
• Medical Office Assisting with Medical Billing