



Medical Assisting

Department: Allied Health

Degree: Diploma

Entry time: Fall, Spring, Summer

Length: 3 semesters (full-time with part-time options available)

- The program has held **continuous accreditation since 1972**.
- The program has a well-defined but **flexible plan of study** and offers a **comprehensive practicum** experience.
- Students learn in a **state-of-the-art classroom** and **lab facility**.
- This program continues to surpass the required national thresholds for **student satisfaction, employer satisfaction, graduation rates, and job placement**.
- **Small class sizes** promote exceptional learning opportunities.
- Faculty provide **quality, real-life experiences** in the **classroom and labs**.
- Approximately 82 percent of students and graduates sit for the **national certification examination** with **78 percent passing on their first attempt**.
- **Kibbie Grant:** Students in this program may be eligible to have half their tuition paid for by the Kibbie Grant. Go to www.kirkwood.edu/Kibbie for more details.

Program Description

Medical assisting is a versatile health career involving clinical procedures, administrative skills, and routine laboratory procedures. In the clinical area, medical assistants (MAs) take patients to the examination room, ask about and record symptoms, and measure the patient's height, weight, and blood pressure. MAs also prepare instruments for and assist with minor surgeries, assist the physician with patient exams, obtain EKGs, give injections, and draw blood for routine lab work. MAs may also be employed in an administrative position responsible for greeting patients, answering phones, scheduling appointments, and managing medical records, insurance payments, and patient accounts.

Kirkwood's one-year Medical Assisting program includes classroom and laboratory experience, and a clinical internship at a physician's office. The program may also be taken on a part-time basis.

Career Opportunities

Physician family practice or specialty offices
Public health clinics
Laboratories
Phlebotomist
Unit secretary
Patient service representative

Sample Classes

Basic Anatomy and Physiology
Administrative Medical Office Procedures
Medical Law and Ethics
Math for Medications
Medical Lab
Introduction to Clinical Procedures

Basic Medical Office Insurance
Medical Assisting Pharmacology
Medical Assisting Externship

A.A.S. Option

An A.A.S. in Medical Assisting is available to students upon completion of additional coursework.

Medical Assisting A.A.S.

2 years (4 semesters, full-time with part-time options available)

Accreditation

The Kirkwood Medical Assisting diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

After earning a Medical Assisting diploma, graduates are eligible to take the nationally-recognized Certified Medical Assistant exam. Most employers require certification within one year of graduation.

Scholarships

Kirkwood will help you pay for college! Kirkwood awards more scholarships than any other community college in Iowa. For more information and to apply, visit www.kirkwood.edu/scholarships.

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