

MEDICAL ASSISTANT 12 MONTH CERTIFICATE PROGRAM

One of the fastest growing positions in the health care field, a career as a medical assistant gives you the opportunity of working in a wide variety of settings – from physician offices and clinics, to outpatient facilities, as well as nursing and residential care facilities. You'll also enjoy variety in the work you do, such as administrative support, appointment scheduling, taking patient medical histories, providing patient education, preparing for medical procedures and assisting the physician with exams.

Choose the Medical Assistant program at NMC:

- Flexible hours, classes meet Tuesday-Friday 8:30-2:30.
- The expertise of a health care college – this is what we do BEST!
- Assistance with securing financial aid and scholarships needed to attend.

Cost of attendance - \$11,995 includes: tuition, fees, and books. The cost of attendance at NMC is one-third of the cost of other programs in the Omaha area. Financial aid is available to qualified applicants. A scholarship valued at \$2,400 is also available for the Medical Assistant program.

Simply – we offer the best value for the money and the educational experience.

Program Admission Criteria

Applicants are evaluated on the basis of the following criteria:

- Minimum cumulative GPA of 2.0
- High school diploma or GED equivalent
- Demonstration of success in science and math courses (from either high school or college)
- Demonstration of good physical health
- Demonstration of good written verbal communication skills
- College courses for transfer must be earned at a regionally accredited college and must be completed with a "C-" grade or above



**OBTAIN A NEW CAREER IN
TWELVE MONTHS AS A
MEDICAL ASSISTANT –
ONE OF THE FASTEST
GROWING POSITIONS IN
HEALTH CARE.**

Admissions Contact

**Melissa Siedlik
(402) 354-7206**

Melissa.Siedlik@methodistcollege.edu

www.methodistcollege.edu

Program Application Process and Deadlines

To be considered for admission the following items must be submitted to the Admissions Office:

- NMC Undergraduate Application with \$25 application fee
- Written personal statement
- Official high school transcript
- If appropriate, official GED test scores
- ACT or SAT official scores (if applicable)
- Official transcripts from all colleges attended

Classes begin in August. Applications will be reviewed until the class is filled. Qualified applicants will meet with an admissions recruiter and the program director as part of the process. The meeting will be scheduled upon receipt of all application materials.

Externship offers real world experience

During the fourth term of the program students gain practical experience through a 10-week, non-paid, supervised externship at one of Methodist Health System's Physician's Clinics or other approved clinical providers. Students are responsible for their own transportation.

Earn an AS degree at NMC

NMC offers an Associate of Science in Health Studies degree completion program for graduates of a Medical Assistant Certificate program. Courses are available online. Contact the Admissions Office for more details.

Program Curriculum

Term One

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| MA 110 | Structure and Function of the Human Body | 80 |
| MA 160 | Written Communication | 30 |
| MA 175 | Principles of Lifespan Development | 20 |
| MA 100 | Medical Terminology | 20 |
| MA 155 | Applied Math Concepts | 20 |
| MA 120 | Fundamentals for the Medical Assistant I: Intro to Medical Assistant | 30 |

Term Two

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|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| MA 205 | Human Diseases and Disorders | 60 |
| MA 250 | Essentials of Pharmacology I | 30 |
| MA 225 | Fundamentals II: Clinical Skills & Procedures | 40 |
| MA 230 | Administrative Procedures for the Medical Assistant I | 40 |
| MA 263 | Personal Interactive Skills for the Medical Office Professional | 30 |
| MA 120 | Fundamentals I: Intro to Medical Assistant (Sec 02*) *A section of MA 120 will be offered in Term II if necessary to accommodate students who transfer directly into Term II | 30 |

Term Three

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|--------|----------------------------------------------------------|----|
| MA 328 | Fundamentals of Medical Assisting III | 40 |
| MA 335 | Administrative Procedures for Medical Assistant II | 30 |
| MA 340 | Medical Laboratory Techniques for the Medical Office | 60 |
| MA 353 | Essentials of Pharmacology II | 30 |
| MA 365 | Applied Medical Ethics and Law for the Medical Assistant | 20 |
| MA 370 | Insurance & Medical Coding for the Medical Office | 20 |

Term Four

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|--------|-----------------------------------|-----|
| MA 400 | Clinical Externship | 320 |
| MA 420 | Critical Reflection on Externship | 10 |

Program Total Hours:

930