

Academic Plan as of Summer 2018

Program Description:

Prepare for a career working with patients or supporting the administrative functions of a medical office. UNLV's Medical Assistant program provides you with real-world administrative and clinical skills that are essential to working in the modern medical office. Using an applied learning approach the curriculum will help you develop the tactile and critical thinking skills necessary for working in today's health care setting. By the end of the six month course, students will develop the skills frequently assigned to medical assistants including scheduling, reception, bookkeeping, insurance billing and coding, maintaining medical records, preparing patients for examination, assisting with physicals, performing screening tests, preparing medical equipment, and more. The program is paired with an online learning management system offering additional resources and tools and real -world simulations using electronic health record software. Additionally, students will use online assessment tools which monitor individual progress. Remediation is provided in areas where students are weak and provides additional support until students show mastery level proficiency. Students will also complete CPR/AED Certification.

Program Learning Outcomes:

- Apply fundamental knowledge, skills and, attitudes within the framework of safety to enhance confidence, competence and employability to work in various healthcare settings.
- Perform within the ethical and legal boundaries of the Medical Assistant's scope of practice.
- Understand the processes and perform responsibilities for clinical support.
- Manage the ambulatory and ambulatory settings.
- Perform administrative duties related to scheduling, billing, coding, and practice finances and information management in the healthcare setting.
- Communicate effectively with team members and patients from different age groups and cultures.
- Display professionalism in appearance and in job performance cultural sensitivity while interacting and communicating with providers, staff and patients.
- Qualify for employment in various healthcare settings.
- Value life-long learning within their field by participating in continuing education opportunities.

Program Requirements:

Students are required to complete the Medical Assistant Course to earn 30 CEU's.

Required Courses:

Medical Assistant Program Course ME6130

Optional Externship ME6131

Prerequisites and Admissions Requirements:

Students must have a high school diploma or equivalent and must have daily access to a computer, printer and internet.