In less time than you think, you could become an important part of a medical team. UNLV’s Medical Assistant Certificate program provides students with real-world clinical and administrative skills that are essential to working in the modern medical office. Using an applied learning approach, the curriculum will help aspiring medical assistants develop the hands-on and critical thinking skills necessary for working in today’s health care settings.

If you are passionate about helping people, you will find a career as a medical assistant truly rewarding. As a graduate of the UNLV Medical Assistant Certificate program, you will be qualified to work in physicians’ offices, medical clinics, medical labs, insurance companies, hospitals, and medical research organizations.

Curriculum and Support
Our curriculum was designed to produce well-rounded medical assistants. Unlike some programs that focus either on administrative office tasks or clinical responsibilities, graduates of UNLV’s medical assistant program are trained and experienced in both areas. On the administrative side, students learn scheduling, reception, bookkeeping, insurance billing and coding, medical record maintenance, and medical law/ethics considerations. Clinical units cover pharmacology, patient care, infection/exposure control, medical procedures, phlebotomy, diagnostic testing, and ECG administration and troubleshooting. Students will also complete CPR/AED Certification.

Classroom training is paired with an online learning management system offering additional resources and tools.

WHAT MEDICAL ASSISTANTS DO
Medical assistants keep the work flow going in all areas of a medical office, clinic, or organization, allowing providers to focus on their vital work for the patient. Medical assistants are responsible for
• Preparing patients for examination
• Explaining treatment or procedures to patients
• Assisting the provider during the examination
• Administering medications as directed by a provider
• Performing cardiac, pulmonary, and visual screening tests
• Changing wound dressings
• Arranging instruments and equipment
• Restocking supplies and medication samples
• Appointment scheduling
• Patient reception and seating
• Bookkeeping and basic accounting
• Insurance billing and coding
• Maintaining, sorting, and filing records
Web-based study resources and assessment tools parallel in-person instruction to reinforce concepts and monitor individual progress. Online tools provide remediation in areas where students are weak, giving additional support until students show mastery-level proficiency. Simulated electronic health record software provides practical experience with patient record entry.

**Externship**
To reinforce classroom and online training, medical assistant students will complete an unpaid 160 hour externship in a health care facility supervised by medical professionals. Upon successful completion of the externship, students will sit for the Certified Medical Assistant (CMA) exam. Students must have updated immunizations and a physical exam prior to their externship.

**Simulation labs at UNLV's Shadow Lane Campus** closely mimic real-world medical scenarios. In addition to procedural steps, students learn workplace safety and patient considerations. Multiple work stations mean more time with the equipment.

**Program Logistics**
Classes meet Monday through Thursday evenings, 6-9 p.m. A schedule of upcoming session dates is available online. It takes approximately six months to complete the classroom component. Externship training is an additional 160 hours in a clinical setting. Students must complete both components to earn their certificate.

**UNLV’s Shadow Lane Campus** is in the heart of Las Vegas’ medical district. Shadow Lane features the latest medical simulation equipment and high-tech classrooms.

**Free Information Sessions**
Find out how you can develop the technical skills, knowledge, and work habits required of a medical assistant. Attend a free information session to meet the instructors and learn about class format, curriculum, facilities, online support, financial assistance, and employment outlook. For upcoming information session dates and times, visit continuingeducation.unlv.edu.

**Enrollment and Contact Information**
UNLV Continuing Education is happy to answer your questions about our Medical Assistant Certificate. Reach us by phone at 702-895-3394 or email at continuing.education@unlv.edu. View course schedules and enroll online at continuingeducation.unlv.edu/catalog/medical-assistant.