

Academic Plan as of fall 2015

Program Description:

UNLV's Medical Assistant program leverages the university's facilities, instructors, and reputation to provide its graduates with an unparalleled hands-on training experience. In just six months you will be ready to enter the medical field knowing the latest technologies and skills. The curriculum combines classroom lectures and discussions with hands-on lab experiences and extensive online support.

Prepare for a career working with patients or supporting the administrative functions of a medical office. The curriculum covers a wide variety of tasks 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. Tuition includes books, scrubs & materials, online student chat room, interactive study guides, and support website. Additional online learning is required outside of class instruction. Program has an optional 160 hour externship for those students who want to pursue on the job training.

Program Learning Outcomes:

- Develop foundational and essential skills in administrative office management including: working with health information, medical billing and coding procedures and financial fiscal practices in the medical office.
- Develop foundational and essential skills in clinical concepts including: the fundamental of medical assisting, assisting with medication and First Aid and CPR training.
- Develop foundational and essential skills in clinical concepts including: assisting with medical supplies, diagnostic procedures and assisting with surgeries.

Program Requirements:

Students are required to complete the Medical Assistant Course to earn 50 CEU's.

Required Courses:

The course is comprised of three modules

- Administrative
- Clinical Part I
- Clinical Part II

Prerequisites and Admissions Requirements:

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