# SALT LAKE STORE

**CAREERS THAT WORK** 

# CLINICAL MEDICAL ASSISTING

#### **PROGRAM DESCRIPTION**

Our clinical Medical Assisting Program provides you with all the knowledge and skills needed to be proficient as a medical assistant (MA) and to pass a national certification exam. Medical Assistants often work in doctors' offices and care clinics as an integral member of the allied health care delivery team!

As an MA Student, you will receive training in both the administrative and clinical areas of medical assisting to keep offices and clinics running smoothly under the direction of a physician. As a certified MA you will:

- take and record vital signs
- generate medical histories
- prep patients for examination
- draw blood
- · administer prescribed medications

### **LOCATION & HOURS**

**Jordan Campus** 3491 W 9000 S, JHS 011 West Jordan, UT 84088 **West Valley Center** 3460 South 5600 West, West Valley City, UT 84128

Mon-Thur: 7am-8pm

In-Person evening classes

#### ADDITIONAL INFORMATION

- Age requirements: 16 for enrollment, 18 for externship and occupation/certification.
- Background check, drug screen, and immunizations required for enrollment.
- High school diploma or GED required to sit for the mandatory national certification exam.

#### **TUITION, FEES & OTHER COSTS**

Workers on average earn

\$37,120 /annually

\* O\*NET OnLine

## **REQUIRED COURSES**

**Computer Concepts** 

Fees subject to change

Tuition: \$2,230

without notice.

Books: \$521

Fees: \$470

Working in the Health Care Environment

Medical Office Communications & Records

**Medical Assisting Procedures** 

Introduction to Insurance and Billing Procedures

Assist with Office Procedures

**Final Review & Certification Prep** 

**Customer Relations** 

**Job Seeking Skills** 

**Medical Assisting Externship** 

#### **CONTACT INFORMATION**

For more information please scan the QR code to the right or visit us at: slcc.edu/sltech or email us at: sltech@slcc.edu

