



GREATER ALTOONA
CAREER & TECHNOLOGY CENTER

MEDICAL ASSISTANT

PROGRAM DESCRIPTION



The Medical Assistant diploma program prepares individuals to perform both administrative and clinical tasks in healthcare delivery settings. The GACTC Medical Assistant diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs.

The Medical Assistant Program curriculum includes the following:

- Anatomy & physiology
- Electronic health records
- Intro to medical assistant
- Medical billing & coding
- Medical math
- Medical office procedures including HIPAA
- Medical terminology
- Clinical procedures
- Externship

We offer two program formats of the Medical Assistant diploma program: a traditional, in-person program and a hybrid/online program.

The traditional, in-person program is offered at the GACTC. The schedule for the in-person program is Mondays through Thursdays, 8:30 am to 4:00 pm. The next session of our in-person program will begin in September 2024 and conclude in September 2025.

The online program begins in January 2024 and will conclude in December 2024. Students will participate in courses asynchronously and remotely, and will attend in-person classes in the evenings at the GACTC once or twice per week (depends on the term). The in-person classes in the hybrid program allows students to participate in hands-on learning through simulation labs to learn and master competencies specific to the scope of a medical assistant. The program includes the same 240-hour externship as the in-person program, completed in the final term of the program at a local medical facility. Students in the hybrid program may utilize the student services provided to adult students at the GACTC including access to the facility's computer labs, study areas, advising, student activities, career assistance, and more!



INDUSTRY CERTIFICATIONS

Students are prepared to sit for these certification exams:

- Certified Medical Assistant (CMA) through American Association of Medical Assistants (AAMA)
- OSHA 10-hour training, specific to healthcare
- American Heart Association CPR & First Aid
- Certifications available through National Healthcareer Association:
 - Certified Medical Administrative Assistant
 - Certified Clinical Medical Assistant
 - Certified Medical Billing and Coding Specialist
 - Certified Phlebotomy Technician
 - Certified EKG Technician



FINANCIAL AID

1. Apply online for the FSA ID username and password at <https://studentaid.gov/fsa-id/create-account/launch>.
2. File the Free Application for Federal Student Aid (FAFSA). File online at [https://studentaid.gov/using your FSA ID](https://studentaid.gov/using-your-fsa-id). GACTC school code is 015272.
3. Complete the Student Loan Counseling and Master Promissory Note under the Loans and Grants tab at <https://studentaid.gov/>.
4. Carefully review any communication you receive from the our Financial Aid office and other student aid programs. All requests for information should be returned promptly to the appropriate department or agency, or call the Financial Aid office for assistance at (814) 505-1257 or financial.aid@gactc.edu.

APPLY NOW!



Medical Assistant Diploma (In-person or Online Programs)

2023-2024 Estimated Tuition & Fees

Tuition	\$13,637.00
Textbooks	
Textbooks *	\$1,800.00
Supplies	
Uniforms	\$165.00
Medical Classroom Supplies	\$250.00
Stethoscope & Blood Pressure Cuff	\$140.00
Laptop*	\$900.00
Fees	
OSHA 10-hour Certification	\$35.00
CMA Exam Study Guide & Certification Fee AAMA	\$155.00
Comprehensive Fee	\$400.00
Estimated Total Tuition & Fees:	<u>\$17,482.00</u>

Students may be responsible for other fees and supplies not listed above that may be required for program completion.

Textbooks:

<u>ISBN#</u>	<u>Title</u>	<u>Edition</u>
978-0-8036-9821-5	Understanding Anatomy & Physiology Bundle (Text/Workbook)	3e
978-0323711562	Exploring Medical Language : A Student-Directed Approach with Flashcards	11e
978-1305964815	Clinical Medical Assisting	6e
978-0443108839	Sim Chart for the Medical Office: Learning The Medical Office Workflow	2023
9780323874120	Buck's Step by Step Medical Coding	2023
978-0-8036-5659-8	Davi's Basic Math Review for Nursing& Health Professions with Step byStep Solutions	2e
978-0323763837	Medical Office Administration: A WorkText	5e
978-0323795357	Fordney's Medical Insurance-Text	16e
978-1260021790	Moini/Med Asst Review: Passing CMA RMA & CCMA Exams	7e
978-1-7196-4038-1	Diseases of the Human Body	7e
978-1640160811	ICD-10-CM 2024: The Complete OfficialCodebook	1e
978-1640160491	CPT 2024 Professional Edition (CPT/Current Procedural Terminology)	1e

* If you do not wish to receive the required textbooks and/or laptop from the GACTC, you may purchase the textbooks and/or laptop on your own. If you do not receive the textbooks and/or laptop from the GACTC, the cost of the textbooks and/or laptop as detailed in the fees above, will be deducted from your tuition statement. We recommend having access to a computer to use outside of class sessions.