

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 on September 9, 2024 and conclude on August 8, 2025.

The hybrid/online program begins in January 2025 and will conclude in November 2025. Students will participate in courses asynchronously and remotely, and will attend in-person classes in the evenings at the GACTC twice per week. 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 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 Hybrid/Online Programs)

2024-2025 Estimated Tuition & Fees

| | |
|--|-------------------------------|
| Tuition | \$14,046.00 |
| Textbooks | |
| Textbooks * | \$1,700.00 |
| Supplies | |
| Uniforms | \$170.00 |
| Medical Classroom Supplies | \$250.00 |
| Stethoscope & Blood Pressure Cuff | \$150.00 |
| Optional Laptop* | \$900.00 |
| Fees | |
| Certifications | \$190.00 |
| Comprehensive Fee | \$455.00 |
| Estimated Total Tuition & Fees: | <u>\$17,861.00</u> |

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

Textbooks:

| ISBN # | Title |
|-------------------|---|
| 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) |
| 978-0443111792 | Sim Chart for the Medical Office: Learning The Medical Office Workflow (2024) |
| 9780443111792 | Buck's Step by Step Medical Coding (2024) |
| 978-0-8036-5659-8 | Davi's Basic Math Review for Nursing& Health Professions with Step by Step 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) |
| 978-1640162907 | ICD-10-CM 2024: The Complete OfficialCodebook (1e) |
| 978-1640162846 | 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.