



## MEDICAL ASSISTING



### Program Content

- Phlebotomy
- Communication
- Legal and Ethical Responsibilities
- Administrative and Clinical Duties
- Medical Terminology
- Emergency Procedures Including CPR
- First Aid
- EKG
- Recording Vital Signs
- Office/Ambulatory Surgery
- Administering Medication
- Collecting Specimens
- Limited Laboratory Examinations
- Interpersonal Skills
- Health-Illness Concepts
- Safety and Security Procedures
- Anatomy and Physiology
- Computer Literacy
- Employability Skills
- Externship

### Program Length

1300 hrs | Blended | Full Time 10 months

### Approximate Cost

\$4,671

### Location

Main Campus

### Schedule

- Face to face and online hours vary during program

### Description of Program

Medical Assistants perform many administrative duties, including answering the telephone, greeting patients, updating and filing patients' medical records, introduction to diagnosis and CPT codes, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping. Curriculum includes computer literacy and electronic medical health record practice management software applications. Clinical duties may vary according to the office, but can include taking medical histories, recording vital signs, preparing patients for examinations and procedures, performing venipuncture, electrocardiograms (EKGs), assisting with office/ambulatory surgery, administering medication under the direction of physician, collecting specimens and performing limited laboratory examinations. The Medical Assistant works with the office healthcare provider to care for their clients in a safe and effective manner. Terms I and II, students meet on campus Monday through Wednesday and online Thursday and Friday. Term III, students are placed at a medical office or clinic for hands-on clinical training Monday through Friday.

### Requirements for Admission

- Orientation/Testing/Counselor
- High School Diploma or GED
- FDLE Background Screening Clearance
- Drug Screening Clearance
- Completed Physical/Immunizations
- Health/Accident Insurance
- Transportation



Stay Connected





To be admitted into a program of study offered by Sheridan Technical College, an individual must satisfy all of the admission requirements applicable to that program of study. General admissions and registration procedures for Sheridan Technical College are as follows:

**ADMISSION AND REGISTRATION PROCEDURES**

**1. Attend Orientation**

Applicants for technical programs must attend an on campus or online orientation.

- **On-campus Orientation:** It is strongly recommended and provides an in depth overview of our programs and resources. For Main Campus orientation, please report to Building #11 by 8:30 am. For West Campus orientation, please report to the main office by 8:00 am.
- **Online Orientation:** At the end of the online orientation you must complete the Online Orientation Survey. To access the orientation visit: <http://www.sheridantechical.com/HowtoApply/OnlineOrientation>

**2. Take the Test of Adult Basic Education (TABE)**

- **Main Campus:** TABE is administered Monday through Thursday for all programs directly after orientation. Applicants must report to Building #11 with a valid picture ID and \$10.00 by 8:30 am.
- **West Campus:** TABE is administered Tuesday, Wednesday and Friday for all programs. Applicants must check in with a valid picture ID and \$10.00 by 8:00 am.
- Prospective students showing evidence pursuant to State Board **Rule 6A-10.040(8)** may be eligible to receive an exemption from taking the TABE. A program counselor/advisor can assist you with identifying Basic Skills exemption criteria.
- Programs that do not require TABE testing are as follows: Commercial Class B Driving, Commercial Vehicle Driving, Facials Specialty, Gaming Machine Repair Technician, Home Health Aide, Patient Care Assistant and Phlebotomy.

**3. Schedule and Attend a Counselor Interview**

- Schedule an appointment for an interview with the program counselor/advisor by calling 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).
- Discuss TABE scores and next steps. Next steps may include a referral for remediation if minimum basic skills levels have not been achieved, program placement, special needs, financial aid and registration procedures. **Test scores cannot be given over the phone.**
- Please bring two forms of documented Florida residency to the interview.

**4. Register for Class**

- Registration for postsecondary students is held throughout the year.
- Please check with the program counselor/advisor for availability and registration dates.

**Medical Assisting  
(H170515)**

**Tuition/Registration \$4,072**

PAVE .....	\$3,640
Lab .....	\$221
Registration Fee .....	\$100
Student Activity Fee .....	\$10
Test Fee .....	\$10
Other Required Fees .....	\$.91

**Books/Supplies \$599**

- BLS Health Providers  
ISBN: 9781616690397
- HIPAA Training Handbook for Nursing  
ISBN: 9781615692316
- Language of Medicine 10 Ed.+ Online Course  
ISBN: 9781455758814
- MA Notes: Medical Assistant's Pocket G.  
ISBN: 9780803623668
- Medical Assistant Bundle 12th Ed.  
ISBN: 9780323361989
- Calculate With Confidence 6th Ed.  
ISBN: 9780323089319
- Medical Assistant Exam Review 4th Ed.  
ISBN: 9781451192568
- Lab Coat
- Burgundy Scrub
- Headphone/Microphone
- USB Flash Drive 8 GB

**Approximate Program Cost \$4,671**

Prices are for Florida Residents. Fees listed are based on the number of class days according to the District calendar. Books and Supplies are subject to change.

STCollege\_ProgramDescriptions Rev 2.2016

Sheridan Technical College  
& Technical High School,  
D. Robert Boegli, Director

Mary A. Barba, Assistant Director  
Barrett Goldman, Assistant Director  
Annette Johnson, Assistant Director  
Anna Knaeble, Assistant Director  
Thomas Monclivich, Assistant Director



Sheridan Technical College & Technical High School  
is accredited by  
the Commission of the Council on Occupational Education.

Council on Occupational Education  
7840 Rosewell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Tel (770) 396-3898 • Fax (770) 396-3790  
www.council.org



Sheridan Technical College & Technical High School  
Practical Nursing Program is accredited through  
Accreditation Commission for Education in Nursing, Inc.

Accreditation Commission for Education in Nursing, Inc. (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Tel (404) 975-5000 • Fax (404) 975-5020  
www.acenursing.org

