



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. Please report to Building #11 by 8:30 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)

- 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.
- Prospective students showing evidence pursuant to State Board **Rule 6A-10.040(8)** may be eligible to receive an exemption from taking the TABE.
- 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.
- 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.

FOR ADDITIONAL INFORMATION

Visit our website at www.SheridanTechnicalCollege.edu or contact the Office of Student Affairs at 754.321.5400 (Main Campus) or 754.321.3900 (West Campus).

ORIENTATION SCHEDULE

Orientation & TABE Testing - Main Campus

Monday through Thursday – 9:00 am - 12:00 pm

(Please arrive to Building #11 by 8:30 am)

Monday

- Health Unit Coordinator/
Monitor Technician
- Medical Assisting
- Medical Coder/Biller
- Medical Record Transcribing/
Healthcare Documentation
- Patient Care Assistant
- Patient Care Technician
- Phlebotomy
- Practical Nursing
- Surgical Technology

Tuesday

- Barbering
- Child Care Center Operations
- Cosmetology
- Commercial Foods & Culinary Arts
- Early Childhood Education
- Facials
- Massage Therapy
- Teacher Assisting/Principles
of Teaching

Wednesday

- Business Technology
- Court Reporting
- Graphic Arts & Information
Technology
- Marketing, Management &
Entrepreneurial Principles

Thursday

- Air Conditioning/Heating
Refrigeration 1 & 2
- Automotive Technology
- Electricity
- Gaming Machine Repair
Technician
- Plumbing Technology

TABE TEST EXEMPTION

An official copy of the degree, transcript, or test score are required in order to allow any of these exemptions.

1. Associate in applied science level degree or higher from an accredited United States college or university;
2. Entered 9th grade during the 2003–2004 school year or after and earned a regular high school diploma from a State of Florida public high school;
3. Active duty member of US Armed Services;
4. Demonstrates readiness for public postsecondary education pursuant to **Rule 6A-10.0315** by taking the Accuplacer, ACT, SAT, Pert or Grade 10 FCAT Reading 2.0 and enrolls within 2 years of achieving such scores;
5. Passes an approved state, national or industry certification or licensure examination that is identified in the FLDOE Basic Skills and Licensure Examination List;
6. Enrolled in an approved apprenticeship program.

