



# Medical Assistant Program

Lynchburg City Schools



## Program Description:

1. This will be a two-year program designed to prepare students to assist physicians by performing functions related to both business administration and clinical duties of a medical office.
2. The total required classroom and practical hours **300**. Through classroom instruction and hands-on training students will study receiving patients, assisting physicians with patient examinations, administering lab tests, CPR, maintenance of patient records, care of medical equipment, and assisting with office therapy. Instruction will include:
  - Insurance reporting
  - Office accounting
  - Medical record management
  - Medical transcription
  - Preparing the patient for examination and treatment
  - Routine laboratory procedures
  - Basic medical terminology
  - First Aid and CPR.
  - Communication Skills
  - Medical ethics and legal responsibilities
  - OSHA regulations and universal precautions

## 3. Application Process & Requirements:

- Students **MUST** be 16 years of age and a high school junior by September 30<sup>th</sup>, 2009.
- Complete CTE Application and behavior contract
- Minimum GPA of 2.0 in school (In two of last three semesters).
- Recommendation required by teacher or guidance counselor.
- Interview for placement in program.
- Medical physical examinations required as per healthcare standards

## 4. Goals of the Program:

- To understand the structure and major components of the healthcare system
- To understand the operations of the various healthcare facilities systems
- To Understand the legal and ethical and cultural issues and regulations within healthcare
- To understand the strict safety standards needed to protect clients, employees and employers
- To understand the pathway from first client contact through the diagnosis, treatment, follow up and financial aspects of medical care
- To enhance research, writing and consumer service skills
- Preparation for NRCMA Certification-Medical Assisting (National Allied Health Registry, National Association for Health Professionals)



## General Overview of Schedule

The Program will begin in the FALL of 2009 and will be as follows:

	Fall Semester	Spring Semester
Junior Year	Medical Assistant 1	Medical Assistant 1
Senior Year	Medical Assistant 2	Medical Assistant 2

## Class Information:

	Days	Class period	Time	Additional info
Medical Assistant 1	Monday and Wednesday	7 <sup>th</sup>	1:30 pm - 3:30 pm	
Medical Assistant 2	Friday	7 <sup>th</sup>	1:30pm - 2:25pm	Minimum 2 hours practicum required per week

**Transportation:** Students will drive themselves or a shuttle bus will be provided

**Location(s):** E. C. Glass High School

**Cost:** Approximate cost \$75 for lab scrubs, lab coat, shoes and name tag

**Certifications:** NOCTI Medical Assistant and NRCMA Certification-Medical Assisting (National Allied Health Registry, National Association for Health Professionals)

## Program Time Line:

- School Year 2009-2010: First Junior (11<sup>th</sup> grade) class begins program
- School Year 2010-2011: Second Junior (11<sup>th</sup> grade) class begins program
- June 2011: First Senior Class Graduates Program

## Employment and Job Outlook Information:

Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2006-16 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification.

**Employment change.** Employment of medical assistants is expected to grow 35 percent from 2006 to 2016, much faster than the average for all occupations. As the health care industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all health care workers. Increasing use of medical assistants in the rapidly growing health care industry will further stimulate job growth.

	National	Virginia
Median Hourly Wage	\$13.19	\$12.98
Annual Wage	\$27,430	\$26,430
Percent Growth through 2010	35%	35%

