



## REGISTERED MEDICAL ASSISTANT SATURDAY SCHEDULE FALL 2009

The Registered Medical Assistant program is designed to prepare students for entry-level positions in private medical offices, hospitals, home health care agencies, nursing homes, clinics, and diagnostic centers.

Medical Assistants are key players in a health care team, performing clinical and administrative functions that keep health care delivery systems running smoothly. The duties of a Medical Assistant vary depending upon the location and size of the practice, and the physician's specialty. A Medical Assistant will perform clinical duties, which vary according to state law and include taking vital signs, drawing samples, explaining treatment procedures and preparing patients for examination. Medical Assistants will also perform many clerical duties, including updating records, arranging for hospital admission and laboratory services, and handling correspondence, billing, and bookkeeping.

The Registered Medical Assistant Certificate is a noncredit program. The length of the program is approximately two years including the clinical externship with classes in the evening and Saturdays. There is also a day schedule available. You must take all recommended courses to receive a certificate. Asnuntuck Community College also offers a children's reading room which provides daycare free of charge to daytime students. Children must be at least 3 years of age to attend.

You must have a high school diploma or GED to register for this course. You also must be 18 years of age. Students will be required to purchase required texts and materials, Stethoscope, Blood Pressure Cuff, and Scrubs.

Upon successful completion of class work, students will be eligible to become nationally certified as Registered Medical Assistants by American Medical Technologists which then qualifies the student to work in various doctors' offices and hospitals throughout the country. An RMA certification is one of the highest a medical assistant can hold. Visit them at [www.amt1.com](http://www.amt1.com) or by phone at 800.275.1268 to register and/or get your application for your certification exam.

### **Medical Transcription & Document Production**

Teaches the fundamentals of machine transcription and the development of medical reports, patient records, histories/physicals, and correspondence. In addition to gaining proficiency with transcribing equipment, students will learn the necessary terminology respective to the medical field. Grammar, spelling, punctuation, and proofreading are stressed. **\*\*Prerequisite: Keyboarding & Medical Terminology**

**CRN: 3434 HMED M7082**

**DATE: Saturdays, October 24, 2009 - February 6, 2010**

**TIME 12:30 pm- 3:00 pm**

**FEE: \$350.00**

**INSTRUCTOR: Michele Howard-Swan**

**ROOM: 150**

### **Medical Assisting Lab Two**

In this course, students will learn the physical and chemical aspects of urinalysis. Basic electrocardiography is taught while the students learn how to perform EKGs. Basic concepts of pharmacology will review major drug categories and their clinical use. The proper technique for administration of intradermal, subcutaneous, and intramuscular injections will be discussed. This course meets for 10 weeks.

**CRN: 3123 HMED M7068**

**Date: Saturdays, December 5, 2009 - March 27, 2010**

**(no class 12/26 & 1/2**

**Time: 8:00 a.m.-12:00**

**Instructor: Michele Howard- Swan**

**Fee: \$ 325.00**

**Room: 147**

### **Clinical Externship (180) hours**

In this course you will work with a coordinator to start and complete your externship for the Medical Assistant course at local area facilities. This course is mandatory to complete your Medical Assistant Certificate.

**CRN 3159 HMED M7071**

**Date: TBA**

**Time: TBA**

**Instructor: Michele Swan**

**Fee: \$325.00**

