

# Medical Assistant Planning Guide 2019-2020

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## Program Overview

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Medical Assistants are multi-skilled health professionals specifically educated to work as a member of a health care team, performing a broad range of clinical and administrative tasks under the supervision of a physician, physician's assistant or nurse practitioner.

Program graduates assist health care professionals in many aspects of medical practice, including patient care management, administrative, and clinical procedures. Students learn about the administrative duties of scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls, writing correspondence, serving as the liaison between the physician and other individuals, and managing practice finances. The clinical phase of the program is taught through intense training and hands-on application. Students learn to perform clinical duties, including asepsis and infection control, taking patient histories and vital signs, first aid and CPR, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, administering injections, and preparing and administering medications as directed by the physician.

## Sample Career Options Include:

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[Medical Assistant](#)

## Workforce

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If you are interested in working in the field of Medical Assisting, our Workforce Planning Guide is designed to provide you with recommended courses to complete your [Medical Assistant, AAS](#) degree. Of course, educational plans may vary, based on which quarter you begin, how many credits are taken, and placement into Math and English. To keep you on the best pathway, we encourage you to consult with an Academic Advisor for scheduling options.

## Degree Map

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Degree Maps are an integral part of our Planning Guide. Each Degree Map includes a suggested quarterly sequence of courses so you could earn your degree within two years of full-time study. Your Degree Map is also designed to help you create an individualized, customized Educational Plan, which is required of all SVC students. To start creating your Educational Plan, please consult with an Academic Advisor.

[Degree Map-Medical Assistant](#)

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