

Medical Assistant (MA)

Associate in Specialized Business (ASB)



The Medical Assistant (MA) program trains students to use both clinical and administrative skills in a medical environment through a comprehensive educational training program, including attention to theory, practice, and application.

Students will learn to perform tasks such as record management and billing as well as clinical procedures ranging from collecting specimens to administering medication (as state law permits). The versatility of the MA who is prepared to perform clinical and administrative procedures make them an asset in a number of different settings.

Upon successful completion of the MA program, graduates are eligible to apply to take the Certified Medical Assistant (CMS) exam through the American Association of Medical Assistants (AAMA).

(Available at all campus locations)

Employment of medical assistants is projected to grow 29% from 2016 to 2026, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians.

U.S. Department of Labor, Bureau of Labor Statistics April 2018



SouthHills
School of Business & Technology

admissions@southhills.edu

www.southhills.edu | 888.282.7427

Medical Assistant (MA)

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The MA Program Prepares Students to:

- Collect and prepare laboratory specimens, and perform basic laboratory tests for application in a healthcare setting
- Prepare and administer medications as directed by a physician in a healthcare setting
- Explain treatment procedures and prepare patients for examination
- Apply proper aseptic techniques for diagnostic and treatment procedures commonly performed in a healthcare setting
- Utilize the electronic health record to perform medical office functions, such as patient scheduling/check-in, billing, coding, and documenting patient information
- Apply diagnosis/procedure codes to inpatient records using ICD-10-CM and ICD-10-PCS
- Apply diagnosis/procedure codes to outpatient records using ICD-10-CM and CPT-4
- Apply billing and coding procedures to submit insurance claims for reimbursement
- Utilize Health Insurance Portability and Accountability Act (HIPAA) and other regulations regarding confidentiality of patient information to workplace scenarios

Example Career Opportunities

Medical Assistant
Certified Medical Assistant
Medical Office Assistant
Clinical Assistant

(Available at all campus locations)



* The specialized associate degree Medical Assistant program is accredited by the Accrediting Bureau of Health Education Schools (ABHES). Upon successful completion of the Medical Assistant program, graduates are eligible to apply to take the Certified Medical Assistant (CMA) examination through the American Association of Medical Assistants (AAMA).

For more information about the MA program, courses, and faculty members, please visit www.southhills.edu/MA

SouthHills
School of Business & Technology

**State College
Main Campus**
480 Waupelani Drive
State College, PA
16801
814-234-7755

Altoona Campus
541 58th Street
Altoona, PA 16602
814-944-6134

Lewistown Campus
124 East Market
Street
Lewistown, PA
17044
717-248-8140