

# Medical Assistant

## Medical Assistant

Qualified Federal Financial Aid Program

Students learn to work under the supervision of a physician to perform a broad range of administrative and clinical duties. A clinical experience in a medical office is part of the program. Students are prepared to pass the Registered Medical Assistant Test.

Course	Title	Credits
HPR 106	Law and Ethics for Health	2
HPR 102	CPR for Professionals	.5
HPR 178	Medical Terminology	4
HPR 179	Seminar: Research	1
MOT 110	Medical Office Administration	4
MOT 123	Intro to Clinical Term.	1
MOT 125	Basic Medical Sciences I	3
MOT 133	Basic Medical Sciences II	3
MOT 135	Basic Medical Sciences III	3
MOT 136	Introduction to Clinical Skills	2
MOT 138	Medical Assisting Lab Skills	4
MOT 150	Pharm. for Med. Assistants	3
MOT 175	Special Topics: Clinical Skills	1
MOT 183	Medical Assistant Internship	5
MOT 189	Review for Medical Assistant National Exam	1
MOT 275	Special Topics: Coding	3
<b>Total Program Credits</b>		<b>40.5</b>

**Estimated Program Cost** \$3,673.50  
**Estimated Materials Cost** \$1,200.00  
**Estimated Completion Time** 6 months



- Work in a physician's office or clinic
- Work in the front office or in the back
- Earn \$12.00 - \$15.00 per hour
- Flexible hours
- Hands-on training



1250 Welton Street • Denver, CO 80204  
[www.emilygriffith.edu](http://www.emilygriffith.edu)  
 720-423-4700

## Register Today!

By Telephone  
 In Person

720-423-4702  
 2nd Floor Registration Desk  
 1250 Welton Street, Denver  
[www.emilygriffith.edu](http://www.emilygriffith.edu)

Online

# Medical Assistant Job Information

## **RELATED JOB TITLES**

EKG technician  
Medical Assistant

## **TRANSFERABLE JOB SKILLS**

Administering EKG's  
Administering medications  
Asepsis & infection control  
Assisting with casting  
Assisting with clinical research  
Basic secretarial skills  
CPR  
First aid  
Maintaining medical records  
Managing finances  
Measuring vital signs  
Performing select medical diagnostic tests  
Phlebotomy skills processing lab specimens

## **ESTIMATED SALARIES**

(Based on Colorado Dept. of Labor Occupational Outlook Handbook)

<b><u>Job Titles</u></b>	<b><u>Hourly Pay</u></b>	<b><u>Annual Salary</u></b>
<i>Medical Assistant</i>		
Entry Level	\$12.04	\$25,040
Experienced	\$16.73	\$34,790

## **POTENTIAL EMPLOYERS**

Clinical research  
Hospital clinics  
Medical clinics  
Medical offices  
Outpatient offices  
Specialty medical offices, such as cardiology, dermatology, endocrinology, orthopedics, or surgery

## **JOBS ONLINE**

Go to the Emily Griffith Opportunity School web site at <http://careers.egos-school.com>  
Select "job links" for a listing of jobs available

## **REGISTRATION**

See Jean Butler, Advisor, at the 2nd floor registration area or call 720-423-4717 for an appointment.

## **FINANCIAL AID**

Available through the Financial Aid Office.  
Call 720-423-4744 for information regarding the types of aid available for this course/program.

## **START COLLEGE HERE**

Transfer up to 42 program credits to a Colorado community college, complete the five required academic courses, and earn an Associate's of Applied Sciences Degree.