



WEST KENTUCKY COMMUNITY & TECHNICAL COLLEGE

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Medical Assisting Program

www.westkentucky.kctcs.edu

PADUCAH • KENTUCKY

A dynamic educational institution, West Kentucky Community and Technical College provides *accessible, innovative and comprehensive learning opportunities* within an environment of excellence and commitment to student success in the global community.



4810 Alben Barkley Drive
P.O. Box 7380
Paducah, KY 42002-7380

Medical Assisting - at the heart of health care.

Medical Assistants work in physician's offices, outpatient clinics, and other ambulatory health care facilities. Medical Assistants are integral members of the health care delivery team, vital liaisons between the doctor and the patient, and play an important role in the diagnosis and treatment of patients.



Medical Assistants schedule and monitor appointments, arrange hospital and outpatient admissions, manage medical records, process insurance claims and manage office financial records.

In the clinical area, Medical Assistants prepare patients for examinations, procedures and treatments, assist with physical examinations, record medical histories, take vital signs, chart patient information, administer medications and injections, perform electrocardiograms, assist with minor office

surgeries, perform venipuncture, collect and prepare specimens, and perform basic laboratory tests.

Medical Assisting is a three-semester program. Students may earn a diploma in Medical Assisting or an Associate of Applied Science degree in General/ Occupational Technical Studies by completing additional general education courses. Students are admitted to the program every third semester.

Upon completion of the program, the graduate is eligible to sit for the certification examination of the American Association of Medical Assistants (AAMA).

The West Kentucky Community and Technical College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, phone: (312) 553-9355.

For additional information regarding career opportunities in Medical Assisting, contact the American Association of Medical Assistants at www.aama-ntl.org.



Financial Aid

West Kentucky Community and Technical College participates in a full range of federal and state financial aid programs that include grants, loans and work-study.

For information on any of these programs, contact the College's Financial Aid Office by phoning (270) 534-3248.

The College also awards academic scholarships to first-time freshmen and continuing students. Scholarship information may be obtained in the Anderson Technical Building or by phoning (270)534-3408.

CONTACT INFORMATION

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For more information about WKCTC and the Medical Assisting program, visit our website at : allied.westkentucky.kctcs.edu/

Frequently Asked Questions...

Q. What is a Certified Medical Assistant
A. The designation of Certified Medical Assistant (CMA) indicates that the individual is a graduate of a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited medical assisting program and has passed the Certification Examination of the American Association of Medical Assistants (AAMA).

Q. Are there job opportunities?
A. Employment of medical assistants is expected to grow much faster than the average of all occupations through the year 2010 as the health services industry expands due to technological advances in medicine, and a growing and aging population. Medical assisting is one of the fastest growing occupations.

Employment growth will be driven by the increase in the number of group practices that need the flexibility of the medical assistant who can perform both administrative and clinical duties. As medical assistants primarily work in outpatient settings, much faster than average growth is expected.

In view of the preference of many health care employers for trained personnel, job prospects should be best for graduates of accredited medical assisting programs, particularly those with certification.

Where will YOU go to College?

West Kentucky Community and Technical College, a member of the Kentucky Community and Technical College System (KCTCS), is an equal opportunity employer and educational institution.