

PROGRAM OVERVIEW

Medical Assistants play a key role in the daily operations of a healthcare office of all shapes and sizes. Working under the direct supervision of a doctor or licensed healthcare provider, Medical Assistants are typically needed in medical offices, diagnostic screening facilities, physical rehabilitation practices, nursing homes, colleges and universities, along with outpatient centers. Ultimately, Medical Assistants are cross-trained to allow healthcare providers to meet both patient and administrative needs.

Outside of administrative duties, Medical Assistants may be asked to perform the following clinical duties:

- Obtaining medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during exams
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing/administering medications as directed by a physician
- Authorizing prescription refills as directed
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings
- Performing Point-of-care testing
- Cleaning and sterilizing instruments
- Assisting in minor surgeries and ambulatory procedures

Center for Allied Health Education (CAHE) offers a program that prepares individuals with the medical, clerical, clinical, and laboratory skills necessary to succeed in the field. Students obtain the necessary didactic instruction, along with valuable hands-on clinical experience throughout the program. Day and Evening sessions are available.



Center for Allied Health Education

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The Medical Assistant Program complies with the Federal Education Rights and Privacy Act regulations and a report on the completion and graduation rates is available on www.cahe.edu. Students can also request a complete annual campus security report from the administrative office. This report includes statistics for the previous three years concerning reported crimes that occurred on campus in certain off-campus buildings or property owned or controlled by Center for Allied Health Education and on public property within or immediately adjacent to and accessible from the campus. The report further includes institutional policies concerning campus security, such as policies regarding sexual assault and other matters.

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Medical Assistant Program

APPLICATION PROCESS

- Applicants should complete and submit the program application (including all official transcripts and additional paperwork that is outlined in the application) along with a \$50 non-refundable application fee.
- Within two weeks, applicants will be notified if they are exempt from the entrance exam, or will otherwise be scheduled to take the exam. Those who are scheduled for the entrance exam will be provided with an online link to help prepare for the exam.
- Upon successful completion of the entrance exam, or meeting the exemption requirements, individuals will be scheduled for an interview with members of the Admissions Committee.
- The Admissions Committee will convene and evaluate all elements of the admissions file. A final decision regarding acceptance can be expected within four weeks of the interview.
- Upon acceptance into the program, a \$100 registration fee and \$500 of the tuition must be paid to reserve a seat in the class. Space is limited and seats are reserved on a first-come, first-served basis.



Please refer to www.cahe.edu for additional information, as well as tuition and financial aid information.

ADMISSION REQUIREMENTS

In order to qualify for the program, candidates must:

- Be 18 years of age prior to orientation.
- Meet the Technical Standards for Admission.
- Hold a High School Diploma or a High School Equivalency Diploma/GED.
- File a completed program application with a \$50 non-refundable application fee.
- Submit all supplemental paperwork, including official copies of high school and college transcripts (if applicable).
- Demonstrate successful performance on the program's entrance exams. Applicants who meet either of the following criteria will have the entrance exam requirement waived:
 - A minimum SAT score of 470 in Reading and/or 490 in Math.
 - A minimum ACT score of 19 in English and/or 20 in Math.
 - A minimum grade of "C" on a college level, credit bearing Math and/or English Literature course from a regionally accredited institution.
- Receive a favorable recommendation after an interview by members of the Admissions Committee.

COURSES

AAMA Review	Medical Assistant Profession
Anatomy & Physiology I	Medical Law and Ethics
Anatomy & Physiology II	Medical Office Applications
Career Development	Medical Terminology
Clinical Internship	Pharmacology
Clinical Procedures I with Lab	Phlebotomy
Clinical Procedures II	Urinalysis and Microbiology
Computer Essentials	
Computerized Medical Billing - Medisoft	
Electrocardiography	
Electronic Medical Records	

ACCREDITATION

CAHE's Medical Assistant Program is accredited by The Accrediting Bureau of Health Education Schools (ABHES).

Accreditation is granted after a programmatic review and site visit. Recognition by ABHES qualifies the program's graduates for eligibility to apply for and take the certification exam administered by the American Association of Medical Assistants (AAMA-CMA) to become a Certified Medical Assistant.



Accrediting Bureau Of Health Education Schools
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