



## PROGRAM SUMMARY

- **Program Title:** *Administrative Medical Assisting*
- **Program Goals:** To adequately prepare students to fill any one of the following job opportunities in an entry level capacity: medical assistant, administrative medical assistant, front office medical assistant, medical receptionist, among others.
- **Program Description:** This programs involves classroom theory, procedures. In the classroom, the main learning activities are lectures, written assignments, reading assignments, quizzes and exams, presentations, videos (as available). In addition to anatomy, and pathophysiology, students learn front office administrative medical office assisting involving areas of medical reception, scheduling, billing, data entry, office accounting, office management concepts, and others.
- **Job Outlook:** Employment of medical assistants is expected to grow by 31 percent from 2010 to 2020, much faster than the average for all occupations...to do both administrative and clinical duties. Additional demand also is expected as a result of new and changing tasks for medical assistants as part of the medical team. As more and more physicians' practices switch to electronic health records (EHRs), medical assistants' job responsibilities will continue to change. Assistants will need to become familiar with EHR computer software, including maintaining EHR security and analyzing electronic data, to improve healthcare information.  
(SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program <http://www.bls.gov>)
- **Program Clock hours:** 240 Clock Hours
- **Program Schedule:** Saturdays 9-5
- **Program Length:** 30 weeks
- **Completion document awarded:** Diploma in Administrative Medical Assisting
- **Program Price:** \$4,925.00 –payment plan available (includes materials, equipment and optional externship)
- **Job Placement:** 95% of graduates
- **Courses for this program:**

AH100: Allied Health Intro	80
AA101: Administrative Assisting I	80
AA102: Administrative Assisting II	80

FOR MORE INFORMATION, PLEASE CALL 818-997-0967

or

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