



## Program Components

The diagram below highlights the major topics covered in the program. Upon successful completion, the graduates receive Diploma in Medical Assistant program. For complete and detailed information please refer to the college catalog.



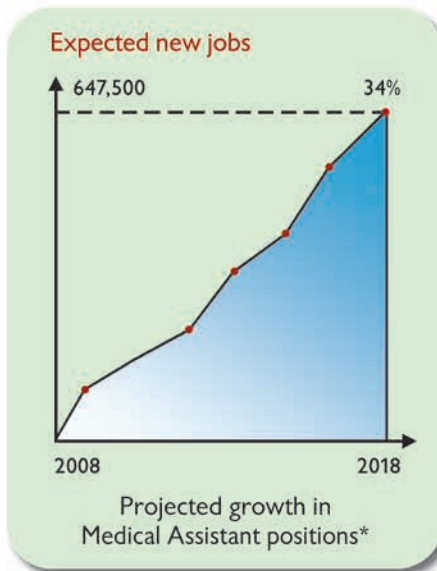
## Career Opportunities



Health Care Institutions • Medical Offices • Medical Groups  
Clinics • Health Care Maintenance Organizations (HMO)

## Our Mission

ORT's mission is to meet the educational and vocational needs of diverse students in the shortest time possible in a supportive, caring atmosphere. Further, the mission is to provide technical skills and knowledge necessary for employment and career advancement. Success is measured by meeting or exceeding student, employer, and community expectations, and is shown by continued referrals and recommendations, employment of our students and pride in the accomplishments of ORT among the community and the pool of volunteers.



\*Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2010-11 Edition.

## Career Outlook

According to U.S. Department of Labor, employment of medical assistants is expected to increase by 34%, and to grow much faster than the average for all occupations through 2018. As the healthcare industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all healthcare workers and medical assistants to allow doctors to care for more patients. Helping to drive job growth is the increasing number of group practices, clinics, and other healthcare facilities that need a high proportion of support personnel, particularly medical assistants who can handle both administrative and clinical duties.



## Program Objective

The Medical Assistant program has an overall objective to prepare students for an entry level position in the medical field with an emphasis on back office clinical procedures. The students learn computer skills and applications. They also learn how to take a patient's vital signs, weight and measurement. Medical terminology gives them the language of the medical field; thus, the ability to interact with doctors, nurses and other specialists. Anatomy and physiology is covered to bring a broader understanding of the human body as it relates to the clinical procedure tasks assigned to the medical assistant. Students also become familiar with medical billing. Clinical skills and procedures provide the students with the required skills to work with patients. An externship at the end of the student's study puts into practice what the student has learned in a real world setting that often leads to employment.

## Program Length

This program may be offered in the morning, afternoon, or evening sessions. The morning and afternoon sessions are taught 5 days per week (Monday through Friday) for approximately 30 weeks of instruction. In the evening session, this program is taught 4 evenings per week (Monday through Thursday) for approximately 45 weeks of instruction. This is a 28 semester credit hour program with 720 instructional hours.