



# Medical Assisting

Department: Allied Health

Degree: Diploma

Entry time: Fall, Spring, Summer

Length: 3 semesters (full time with part-time options available)

- The program has held **continuous accreditation since 1972**.
- The program has a well-defined but **flexible plan of study** and offers a **comprehensive practicum** experience.
- Students learn in a **state-of-the-art classroom** and **lab facility**.
- This program continues to surpass the required national thresholds for **student satisfaction, employer satisfaction, graduation rates, and job placement**.
- **Small class sizes** promote exceptional learning opportunities.
- Faculty provide **quality, real-life experiences** in the **classroom and labs**.
- Approximately 81 percent of students and graduates sit for the **national certification examination with 81 percent passing on their first attempt**.
- **Kibbie Grant:** Students in this program may be eligible to have half their tuition paid for by the Kibbie Grant. Go to [www.kirkwood.edu/Kibbie](http://www.kirkwood.edu/Kibbie) for more details.

## Program Description

The purpose of Kirkwood Community College's Medical Assisting program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Medical assisting is a versatile health career involving clinical procedures, administrative skills, and routine laboratory procedures. In the clinical area, medical assistants (MAs) take patients to the examination room, ask about and record symptoms, and measure the patient's height, weight, and blood pressure. MAs prepare instruments, assist the physician with minor surgeries and patient exams, obtain EKGs, give injections, and draw blood for routine lab work. MAs may also be employed in an administrative position responsible for greeting patients, answering phones, scheduling appointments, and managing medical records, insurance payments, and patient accounts.

This Allied Health program has a mandatory background check for clinical purposes.

## Career Opportunities

Physician family practice or specialty offices  
Public health clinics  
Laboratories  
Phlebotomist  
Unit secretary  
Patient service representative

## Sample Classes

Basic Anatomy and Physiology  
Administrative Medical Office Procedures  
Medical Law and Ethics  
Math for Medications  
Medical Lab  
Introduction to Clinical Procedures  
Basic Medical Office Insurance  
Medical Assisting Pharmacology  
Medical Assisting Externship

## A.A.S. Option

An A.A.S. in Medical Assisting is available to students upon completion of additional coursework.

## Medical Assisting A.A.S.

2 years (4 semesters, full time with part-time options available)

## Accreditation

The Kirkwood Medical Assisting diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
9355 - 113th St. N, #7709  
Seminole, FL 33775  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

After earning a Medical Assisting diploma, graduates are eligible to take the nationally recognized Certified Medical Assistant exam. Most employers require certification within one year of graduation.

See reverse side for scholarship information.

## Scholarships

Kirkwood will help you pay for college!  
Kirkwood awards more scholarships than  
any other community college in Iowa.  
For more information and to apply, visit  
[www.kirkwood.edu/scholarships](http://www.kirkwood.edu/scholarships).

It is the policy of Kirkwood Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact the Vice President, Human Resources and Institutional Effectiveness, 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404, 319-398-5572, [equity@kirkwood.edu](mailto:equity@kirkwood.edu), or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).