



*Financial assistance is available to those who qualify, and we offer placement assistance.*

## MEDICAL ASSISTANT

*It only takes a few seconds to get a first impression of someone or somewhere. Often medical settings can make patients nervous, but Medical Assistants can make a difference. Patients remember those who care...**be remembered.***

**MEDICAL ASSISTANTS** are multi-skilled health professionals who perform a wide range of roles in physician's offices and other health care settings. Duties may vary, depending upon location and size of the practice and the physician's specialty, but Medical Assistants typically answer telephones, prepare patients under the supervision of a licensed medical professional, such as a physician, nurse practitioner, or physician assistant for examination, update and file patient medical records, fill out insurance forms, handle patient billing and bookkeeping tasks, telephone prescriptions to a pharmacy, schedule appointments, arrange hospital admissions, and purchase supplies and equipment.

**Medical Assistants** may also take vital signs and medical histories, assist the physician or nurse during patient examinations, collect and prepare laboratory specimens or arrange for laboratory services, blood draws (phlebotomy), perform electrocardiograms, remove sutures, administer injections and change dressings.

**SLCHC GRADUATES** are eligible to apply to sit for the national Certified Medical Assistant examination (CMA) through the American Association of Medical Assistants (AAMA).



ST. LOUIS COLLEGE  
of HEALTH CAREERS

SLCHC.EDU

City Campus  
909 S Taylor  
St. Louis, MO 63110  
(314)652-0300

County Campus  
1297 N. Hwy. Drive  
Fenton, MO 63026  
(636)529-0000

[www.slchc.edu](http://www.slchc.edu)



Come Here, ... **GO ANYWHERE**

# MEDICAL ASSISTANT DIPLOMA & ASSOCIATE

## Diploma/Certificate

Course #	Course	Hours	Credits
<b>Semester I</b>			
BI103	Human Biology Theory	60	4
BI103L	Human Biology Lab	30	1
HB303	Medical Terminology	45	3
PS101	Psychology	45	3
AH100	Professional Development	45	3
MT201	Technical Math	45	3
<b>Semester II</b>			
MA100	Medical Office Procedures	45	3
MA101	MA Fundamental Skills I Theory	45	3
MA101L	MA Fundamental Skills I Lab	30	1
MA102	MA Fundamental Skills II Theory	45	3
MA102L	MA Fundamental Skills II Lab	30	1
MA250	Medical Assistant Externship	160	3
36 Weeks	Program Totals	625	31

## Associate Degree

Course #	Course	Hours	Credits
<b>Semester III</b>			
EN150	Communications	45	3
SC101	Sociology	45	3
ENG101	English Composition	45	3
MT204	Pre-Algebra	45	3
HM201	Electronic Health Records Theory	45	3
HM201L	Electronic Health Records Lab	30	1
<b>Semester II</b>			
PA204	Medical Billing Procedures Theory	45	3
PA204L	Medical Billing Procedures Lab	30	1
PH202	Human Pathology & Pharmacology Concepts	45	3
HC101	Ethics	45	3
HM306	Legal Aspects of Medical Records	45	3
36 Weeks	Program Totals	465	29
72 Weeks	Combined Program Totals	1090	60

Fill out the online application or to request an application packet contact:

**CITY CAMPUS**  
909 S Taylor  
St. Louis, MO 63110  
(314)652-0300

**COUNTY CAMPUS**  
1297 N Hwy. Drive  
Fenton, MO 63026  
(636)529-0000

## What will you learn?

The Medical Assistant (MA) program offers a well-rounded curriculum including both general education and occupational courses developed to ensure that graduates acquire the knowledge and competencies to work side by side with doctors, nurses and others on the healthcare team.

Students in this program will receive training in a variety of skills including obtaining vital signs, patient history, Electrocardiograms (EKGs), drawing blood (phlebotomy), utilizing Electronic Medical Records (EMR), and assisting providers with various specialty examinations.

## Graduate Opportunities:

Graduates of the Medical Assistant program may seek employment opportunities in a physicians' offices, hospitals, clinics and outpatient medical facilities.

## Certification:

Upon successful completion of the Medical Assistant program, graduates are eligible to apply for approval to take a national Certified Medical Assistant examination (AAMA) to become a Certified Medical Assistant, and/or a Registered Medical Assistant examination to become a Registered Medical Assistant.

\*Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Medical Assistants, on the Internet at

<http://www.bls.gov/ooh/healthcare/medical-assistants.htm>

[admissions@slchcmail.com](mailto:admissions@slchcmail.com)



**ST. LOUIS COLLEGE  
of HEALTH CAREERS**  
SLCHC.EDU



# ST. LOUIS COLLEGE of HEALTH CAREERS

slchc.edu

## APPLICATION FOR ADMISSIONS

*Please complete all items on both sides of this form, and print legibly in ink.*

**Withholding information requested on this application or giving false information may delay or void admission or result in dismissal following admission.**

### PERSONAL INFORMATION

Name: Last	First	Middle Initial	Maiden	Social Security #
Present Address: Number & Street	City	State	Zip	Area Code & Home Telephone #
Date of Birth	Place of Birth	State of Permanent Residence	Area Code & Cell Telephone #	
Are you at U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever served or are you now serving in the Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No		E-Mail Address	
Dates of Service: _____				

**I agree to allow all SLCHC team members to call, text or email me using the info above: \_\_\_\_\_ (initial please)**

### ADMISSIONS INFORMATION

Today's Date (Month – Date – Year)	Application Status: <input type="checkbox"/> New Student <input type="checkbox"/> Independent <input type="checkbox"/> Readmission <input type="checkbox"/> Dependent	If a Readmission, date previously attended:	Program in which previously enrolled:
------------------------------------	---	---	---------------------------------------

### PLEASE INDICATE PROGRAM & SCHEDULE OF INTEREST:

CITY CAMPUS PROGRAMS:	SCHEDULE:	COUNTY CAMPUS PROGRAMS:	SCHEDULE:
<input type="checkbox"/> Medical Assistant	<input type="checkbox"/> DAY	<input type="checkbox"/> Medical Assistant	<input type="checkbox"/> DAY
<input type="checkbox"/> Medical Assistant (AAS)	<input type="checkbox"/> EVENING	<input type="checkbox"/> Medical Assistant (AAS)	<input type="checkbox"/> EVENING
<input type="checkbox"/> Patient Care Technician		<input type="checkbox"/> Occupational Therapy Assistant (AAS)	
<input type="checkbox"/> Medical Office Administration		<input type="checkbox"/> Patient Care Technician	
<input type="checkbox"/> Professional Medical Billing (AAS)		<input type="checkbox"/> Pharmacy Technician	
<input type="checkbox"/> Pharmacy Technician		<input type="checkbox"/> Pharmacy Technician (AAS)	
<input type="checkbox"/> Pharmacy Technician (AAS)		<input type="checkbox"/> Physical Therapist Assistant (AAS)	
		<input type="checkbox"/> Practical Nursing	
		<input type="checkbox"/> Respiratory Therapy (AAS)	

### EDUCATIONAL INFORMATION

<b>ATTESTATION</b>		Do you have a high school diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No Graduation Date: _____	
By my signature on the reverse of this application, I declare that I have achieved high school or equivalent graduate status, and the information I am providing on this application is accurate and valid.		Do you have a GED certification <input type="checkbox"/> Yes <input type="checkbox"/> No Date Earned: _____	
High School Name	City, State	Dates Attended	Diploma

Name of School	City	State	Dates Attended	Diploma/Degree/ # of Hours
College/University				
College/University				
Other				

