



Lower Columbia College

1600 Maple Street | Longview, WA 98632 | 360.442.2610

lowercolumbia.edu/medical-assisting



Prepare for a career in healthcare

MEDICAL ASSISTING

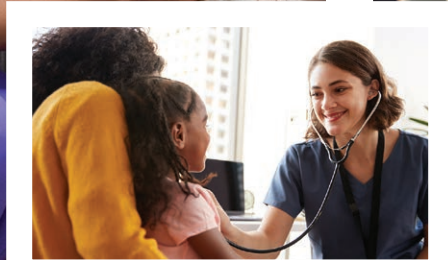
LCC is an AA/EEO employer - lowercolumbia.edu/aa-eeo

LCC Clery Annual Security and Fire Safety Report available at lowercolumbia.edu/CleryASFR

OVERVIEW

The healthcare industry is expected to generate the greatest number of new jobs of any career field in the U.S. over the next decade. Men and women who want to help others can choose from a variety of jobs requiring a range of education and skills levels.

At LCC, students can acquire the knowledge, specialized skills and practical experience to become a Medical Assistant. Medical Assistants are skilled health care professionals specifically educated to support the work of physicians and other healthcare providers by performing clinical and administrative responsibilities in various settings, such as medical offices, clinics or laboratories.



SKILLS & ABILITIES

- Computers in the Medical Office
- Medical Reception Procedures
- Medical Office Procedures
- Healthcare Communication Skills
- Medical Terminology
- Law and Ethics for the Medical Office
- Examining Room Procedures I
- Examining Room Procedures II
- Laboratory Techniques
- Medications in Diseases
- Bloodborne Pathogens and Infection Control
- Survey of Anatomy and Physiology



DEGREE OPTIONS

All graduates will receive the Certificate of Proficiency (COP). Some students will elect to work on the Associate of Applied Science degree (AAS) also, which is an additional 20 credits.

MEDICAL ASSISTING JOB DUTIES

Clinical

- Obtain vital signs
- Perform injections
- Prepare/Perform EKG
- Collecting and processing specimens

Administrative

- Scheduling appointments
- Manage medical records
- Billing/Coding
- Processing health insurance

OUR MISSION

We are committed to preparing students to meet the educational requirements for Washington State's MA-C credential, and for national testing at the highest standard.

