



# Medical Assistant Certificate

School of Health Sciences

## Pursue Your Degree as a Medical Assistant

Imagine training under the supervision of a physician or medical practitioner, learning how to take vital signs, record EKGs, assist in minor surgical procedures, perform basic medical accounting, and understand the fundamentals of charting and documentation.

If you're interested in pursuing opportunities in the rewarding field of patient care, Kaplan University's Medical Assistant Certificate program can help you gain the relevant experience and skills to become a qualified candidate.<sup>1</sup>

### WHAT'S INSIDE:

- › [Career Outcomes](#)
- › [Curriculum Highlights](#)
- › [Kaplan University Overview](#)

To enroll, call your Admissions Advisor today at **866.318.2441**.  
For more information, visit [www.kaplanuniversity.edu](http://www.kaplanuniversity.edu).



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# Well-Qualified Medical Assistants Are Expected to Be in Demand

According to the Bureau of Labor Statistics employment of medical assistants is expected to grow 29% from 2012 through 2022, much faster than the average for all occupations.<sup>2</sup>

Medical assistants most often work in primary care, which is expected to be a steadily growing sector of the health care field. And, because well-trained medical assistants can often handle both administrative and clinical tasks, the Bureau of Labor Statistics anticipates a continued demand for these workers in group practices, clinics, and other health care facilities.<sup>2</sup>

Now could be the right time to enter the medical assisting field. Pursue a Medical Assistant Certificate from Kaplan University and make the most of these industry trends.



## Develop the Skills to Help You Succeed

Kaplan University's Medical Assistant Certificate is designed to help you develop the knowledge and skills to perform laboratory, clinical, and medical office procedures in a physician's office or ambulatory care clinic. Career opportunities for medical assistants could also exist in hospitals, health clinics, and private practices.<sup>2</sup> Once medical assistants are established in their career, they often pursue further opportunities, such as specialization in a field of choice like ophthalmology or pediatrics.

Through comprehensive coursework and online teaching methods, Kaplan University could prepare you to succeed in the medical assisting field. And, because medical assisting students are required to complete a practicum at a real-world health care facility prior to graduation, you could also gain valuable on-the-job experience.

### Potential Day-to-Day Activities:<sup>2</sup>

- › Perform routine laboratory tests, such as blood work, venipuncture, urinalysis, and electrocardiograms
- › Record patients' vital signs
- › Change dressings and remove sutures
- › Assist in patient preparation, relations, and education
- › Collect and prepare laboratory specimens
- › Manage patient records
- › Arrange for hospital admissions and laboratory services

# Knowledge to Help You Prepare for the Career You Want

Kaplan University's **Medical Assistant Certificate** program is designed to prepare entry-level medical assistants with the proper knowledge, skills, and behavior for the field. Graduates of the program may be eligible to take the Registered Medical Assistant (RMA) exam offered by the American Medical Technologists.<sup>3</sup>

## The program curriculum emphasizes:

- › Demonstration of competencies in all aspects of medical assisting
- › Exhibition of proficiency in clerical and administrative functions required of a medical assistant
- › Integration of knowledge from behavioral and biological sciences as a basis for allied health practice
- › Embodiment of professional behaviors as defined by the discipline of allied health

## Program Detail

### Medical Assistant Certificate

- › Credit Hours: 57



## Here Is What One Professor Had to Say

Cathlene Heideman, MSN, ANP-BC<sup>4</sup>

› School of Health Sciences Adjunct Professor

“During my 7 years of teaching the medical assisting clinical courses at Kaplan University, I have discovered some commonalities among my students. They are looking for a career that they can start after a short, but valuable, education. They require a very flexible schedule as the majority of them juggle work, families, community activities, etc. They need a self-paced program as their educational histories, professional experiences, and life experiences are so varied. The medical assisting certificate program offers them all of these benefits and more.”

# Kaplan University—A Different School of Thought®

## We Stand Behind Our Academic Quality. Try Our Classes Before You Owe Any Tuition.

Kaplan University wants you to make an educated decision about your education. As a new student, the Kaplan Commitment<sup>SM</sup> gives you a chance to experience real classes before deciding if you will stay and pursue your studies. If you withdraw during the introductory period, you will have no financial obligation beyond the application fee.<sup>5</sup>

### Why Kaplan University?

Our programs are designed to offer you the freedom to grow and pursue your goals. We offer:

- › Online classes that allow you to study virtually anytime, anywhere you have an Internet connection.
- › Personal advisors to help you select the courses to meet your goals.
- › Kaplan University offers reduced tuition rates for servicemembers, including Guard and Reserve, and veterans as well as their spouses.
- › A portfolio development course that could help translate your work and life experiences into college credit.<sup>6</sup>

### Other Programs

In addition to this program, Kaplan University also offers:

- › Medical Billing and Coding Certificate
- › Associate of Applied Science in Health Information Technology
- › Associate of Applied Science in Medical Office Management

#### Note From the Dean

“Education is about opportunity, and a health sciences education offers you the opportunity to gain exposure to a rapidly changing field. At Kaplan University’s School of Health Sciences, we are committed to providing the training and skills to help you begin or advance a career in the health field. I hope you will join us.”



**Dr. Keith L. Smith**  
Dean, School of Health Sciences



#### IMPORTANT INFORMATION—PLEASE READ

For comprehensive consumer information, visit [www.kaplanuniversity.edu/student-consumer-information.aspx](http://www.kaplanuniversity.edu/student-consumer-information.aspx).

- 1 Kaplan University’s programs are designed to prepare graduates to pursue the stated positions, which have varying responsibilities. However, Kaplan University cannot guarantee employment or career advancement. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.
- 2 Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2014-2015 Edition, Medical Assistants, <http://www.bls.gov/ooh/healthcare/medical-assistants.htm>. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.
- 3 Although certain programs at Kaplan University are designed to prepare students to take various certification or licensing exams, the University cannot guarantee the student will be eligible to sit for or pass those exams. In some cases, field experience, additional coursework, and/or background checks may be necessary to be eligible to take or to successfully pass the exams. You must pass an additional exam offered by independent certification agencies to become certified in this field. For more information consult an Admissions Advisor.
- 4 Views and opinions stated herein are the individual’s and not necessarily those of Kaplan University. Individual student schedules and experiences may vary. This testimonial was solicited by Kaplan University.
- 5 Classes count toward a degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period (3 weeks for undergraduate students), which begins day one of the first term. Students who choose to continue their studies at the University will need to meet specific requirements. Graduate programs not included. Additional terms may apply to international and non-U.S. citizen students. For further information, see the University Catalog and Addendum available at [kaplanuniversity.edu](http://kaplanuniversity.edu).
- 6 Kaplan University does not guarantee the transferability of credit. See University Catalog for Prior Learning Assessment Policy.

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