



# PROGRAM OUTLINE

**THIS OUTLINE IS FOR DIPLOMA PROGRAMS ONLY.**

INSTITUTION DATA					
<b>Name:</b> FLORIDA NURSING ASSISTANT ACADEMY					<b>ID#:</b> 2926
PROGRAM DATA					
<b>Program Title:</b> Medical Assistant					
<b>Credential Issued:</b> Diploma					
<b>Program Completion Time</b>		Months: 11		Weeks:	
<b>Program Delivery:</b>	Campus	Online	Correspondence	Other	If Other, Give a Short Description
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PROGRAM LENGTH:		TOTAL CONTACT:		PROGRAM COST:	
Clock Hours	1300	Theory Hours	700	Tuition	\$ 7,400.00
Credit Hours		Lab Hours	310	Fees	\$ 150.00
		Externship Hours	290	Books & Supplies	\$ 450.00
		Total Hours	1300	Any Other Costs	\$ 0.00
				Total Program Cost	\$ 8,000.00
ENTRANCE/ADMISSION REQUIREMENTS:					
<p>(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)</p> <ol style="list-style-type: none"> <li>1. The applicant must be eighteen (18 ) years old or older.</li> <li>2. Students must have a one of the follow: (1) High School Diploma, or (2) General Education Equivalent Diploma (GED), or (3) proof of a completed 12th grade.</li> <li>3. The student must take and approve the, T.A.B.E. TEST level D with 10 points in the different areas, this test evaluates basic skills on: (1)Reading, (2)Language, and (3)Math Applications.</li> <li>4. Health Clearance background check.</li> <li>5. All applicants must receive an orientation about the school's admission requirements, rules, regulations, cancellation and refund policy.</li> <li>6. Student catalogs are available to all students.</li> <li>7. All accepted students must complete an Enrollment Agreement and sign it.</li> <li>8. Prospective students, who were denied admission and would like to view their file, may submit a written request. Access to view the file will be granted within 24 hours of request.</li> </ol>					
PROGRAM OBJECTIVE:					
<p>This program is designed to prepare students to work as Medical Assistants. The student will be able to work at a Doctors Office, Clinic or Hospital. The student will be able to assist the Doctor in office medical procedures, schedule patient appointment and bill patients. Medical Assistants are multi-skilled professionals who assist a doctor, students learn to perform duties under the direction of a doctor in all area of the private office medical practice. Students learn clinical skills, ranging from vital signs, passing medication, perform phlebotomyand EKG. The student will learn how to function on an administrator capacity in the doctor's office. The student will learn office skills like billing, basic accounting, filing, computer and Insurance forms.</p>					
PROGRAM DESCRIPTION:					
<p>This program is designed to prepare students to work as Medical Assistants. The student will be able to work at a Doctor's Office, Clinic or Hospital. The student will be able to assist the Doctor in office medical procedures, schedule patient appointment and bill patients. Students will be trained in the areas of communications, legal and ethical responsibilities, administrative and clinical duties, health and illness concept, anatomy and physiology, medications and will learn to perform basic nursing procedures under the doctor's supervision. The student will learn how to manage the doctor's office and will perform clinical skills under the supervision of the doctor.</p>					

<b>PROGRAM BREAKDOWN BY COURSE</b>					
<b>Course Number</b>	<b>Course Title</b>	<b>Theory Hours</b>	<b>Lab Hours</b>	<b>Extrn. Hours</b>	<b>Total Hours</b>
<b>HSW01</b>	Healthcare Support Workers (Includes 4 Hours of HIV/AIDS, 2 Hours Prevention of Medical Errors)	70	20	0	<b>90</b>
<b>BHC02</b>	Basic Healthcare (Includes 4 Hours Alzheimer Disease)	10	28	40	<b>78</b>
<b>MAT01</b>	Medical Assistant Medical Terminology	40	0	0	<b>40</b>
<b>MAT02</b>	Medical Assistant Office Skills	40	20	0	<b>60</b>
<b>MAT03</b>	Medical Assistant Phlebotomy	40	22	40	<b>102</b>
<b>MAT04</b>	Medical Assistant EKG Technology	20	20	40	<b>80</b>
<b>MAT05</b>	Anatomy & Physiology	80	0	0	<b>80</b>
<b>MAT06</b>	Medical Assistant I	90	30	0	<b>120</b>
<b>MAT07</b>	Pharmacology I	80	20	0	<b>100</b>
<b>MAT08</b>	Medical Assistant II	90	30	0	<b>120</b>
<b>MAT09</b>	Pharmacology II	80	20	0	<b>100</b>
<b>MAT10</b>	Medical Assistant Lab/Clinical	0	60	130	<b>190</b>
<b>MAT12</b>	Basic X-ray Clinical	60	40	40	<b>140</b>
	<b>TOTAL</b>	<b>700</b>	<b>310</b>	<b>290</b>	<b>1300</b>

<b>INVENTORY OF EQUIPMENT:</b>		
<b>Quantity</b>	<b>Equipment Item</b>	<b>Brief Description Of Equipment</b>
2	anatomical charts	To practice skills in laboratory
2	anatomical model, cell	To practice skills in laboratory
2	anatomical model, heart	To practice skills in laboratory
2	anatomical model, kidney	To practice skills in laboratory
2	anatomical model, lungs	To practice skills in laboratory
2	anatomical model, reproductive organs	To practice skills in laboratory
2	anatomical model, skin	To practice skills in laboratory
1	aprons, plastic	To practice skills in laboratory
1	aquathermia pad	To practice skills in laboratory
2	arm boards	To practice skills in laboratory
2	AV equipment	To practice skills in laboratory
2	AV materials	To practice skills in laboratory
10	bags, isolation	To practice skills in laboratory
10	bags, isolation biohazard	To practice skills in laboratory
5	basin, shampoo	To practice skills in laboratory
5	basins, emesis	To practice skills in laboratory
10	basins, wash	To practice skills in laboratory
10	bath basins	To practice skills in laboratory
15	bath blankets	To practice skills in laboratory
20	bath towels	To practice skills in laboratory
3	bed, hospital with side rails	To practice skills in laboratory
5	bed pans, fracture	To practice skills in laboratory
5	bed pans, regular	To practice skills in laboratory
3	bedside stands	To practice skills in laboratory
5	bedspreads	To practice skills in laboratory
2	binders, abdominal	To practice skills in laboratory
1	board for transferring total body	To practice skills in laboratory
2	cabinet, supply	To practice skills in laboratory
2	canes	To practice skills in laboratory
1	cart, linen	To practice skills in laboratory
5	catheter, external male	To practice skills in laboratory
5	catheter drainage set-ups, various types	To practice skills in laboratory
5	catheter supplies (non-consumable)	To practice skills in laboratory
1	chair, shower	To practice skills in laboratory
3	chairs	To practice skills in laboratory
10	colostomy supplies	To practice skills in laboratory
2	commode, bedside	To practice skills in laboratory
4	computer printer	To practice skills in laboratory
2	computer software	To practice skills in laboratory
7	computer system	To practice skills in laboratory
4	computer table	To practice skills in laboratory
2	sets crutches, adjustable	To practice skills in laboratory
10	decubitus ulcer supplies (non-consumable)	To practice skills in laboratory
2	dentures	To practice skills in laboratory
10	dressing supplies	To practice skills in laboratory
5	enemas supplies (non-consumable)	To practice skills in laboratory
3	eye/ear irrigation supplies (non-consumable)	To practice skills in laboratory
5	eyewear, protective	To practice skills in laboratory
50	of each, flow sheets, charting samples	To practice skills in laboratory
5	foley setup & supplies	To practice skills in laboratory
1	footboard	To practice skills in laboratory
1	footstools	To practice skills in laboratory
15	gauze roller	To practice skills in laboratory
10	Boxes of gloves	To practice skills in laboratory
3	Boxes gloves, isolation	To practice skills in laboratory
3	gooseneck lamp	To practice skills in laboratory
4	gowns, isolation	To practice skills in laboratory
4	gowns, patient	To practice skills in laboratory
5	graduate measures	To practice skills in laboratory

10	of each hair and nail-care supplies (non-consumable)	To practice skills in laboratory
1	hampers with bags	To practice skills in laboratory
20	hand towels	To practice skills in laboratory
5	intake & output supplies (non-consumable)	To practice skills in laboratory
1	oxygen tank	To practice skills in laboratory
10	IV equipment & supplies (non-consumable)	To practice skills in laboratory
2	IV stands	To practice skills in laboratory
10	linens, bed	To practice skills in laboratory
5	irrigation setups & supplies	To practice skills in laboratory
10	manikins, CPR	To practice skills in laboratory
5	manikins, variety	To practice skills in laboratory
25	masks, isolation	To practice skills in laboratory
2	mattresses	To practice skills in laboratory
1	medication cart	To practice skills in laboratory
2	mitt, ankle	To practice skills in laboratory
2	mitt, wrist	To practice skills in laboratory
5	N/G tubes	To practice skills in laboratory
5	oral-care supplies (non-consumable)	To practice skills in laboratory
20	pads	To practice skills in laboratory
5	Perineal supplies (non-consumable)	To practice skills in laboratory
20	pillow cases	To practice skills in laboratory
6	pillows	To practice skills in laboratory
3	privacy curtains or screens	To practice skills in laboratory
2	protectors, heel	To practice skills in laboratory
2	restraints, vest	To practice skills in laboratory
2	restraints, wrist	To practice skills in laboratory
15	resuscitation training model	To practice skills in laboratory
1	scale, with height measure	To practice skills in laboratory
10	sharps container	To practice skills in laboratory
5	shaving supplies (non-consumable)	To practice skills in laboratory
20	Sheets	To practice skills in laboratory
1	sit bath, portable	To practice skills in laboratory
2	skeleton	To practice skills in laboratory
10	specimen containers, sputum	To practice skills in laboratory
10	specimen containers, stool	To practice skills in laboratory
10	specimen containers, urine	To practice skills in laboratory
10	specimen containers, various types	To practice skills in laboratory
2	sphygmomanometers	To practice skills in laboratory
5	stethoscopes, regular	To practice skills in laboratory
3	stethoscopes, teaching	To practice skills in laboratory
3	sets stockings, anti-embolic	To practice skills in laboratory
5	oxygen cannula	To practice skills in laboratory

<b>TEXTBOOKS/LEARNING RESOURCES:</b> (Include Publishers and Publication Dates)
Kinn's The Medical Assistant, 11th Edition, Imprint: Saunders, ISBN: 978-1-4160-5439-9, Copyright: 2011
Computerized Medical Office Procedures, 3rd Edition, By William D. Larsen, MBA, CMA, Published by Saunders, Copyright 2011
Excelling in the Externship, A Preparation Guide for Medical Assisting and Allied Health, by Kimberly Halverson-Bender, Published by Prentice Hall, Copyright 2010
Radiographic Technology Limited Radiology, 3rd Edition, by Frances Campean, published by Delmar, Copyright 2010
EKG Plain and Simple 3rd Edition, by Karen Ellis, RN, Published by Prentice Hall, Copyright 2011
Pharmacology, 2nd Edition, by Euginia M. Fulcher, published by Saunders, Copy 2009
Clinical Procedures for Medical Assistants, 7th Edition, by Kathy Bonewit-West, published by Saunders, Copyright 2008
Medical Terminology: A Short Course 5th Edition, by Davi-Ellen Chabner, published by Elsevier Science, Copyright 2009
The Medical Assistant, 11th Edition, by By Alexandria Patricia Young, BBA, CMA, Published by Saunders, Copyright 2011