



7700 West Camino Real, Suite 401, Boca Raton, FL 33433

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## Medical Assistant (MA) 2024-2025

### Course Content:

The Medical Assistant program provides 1300 hours of training to students in all the relevant areas of education and practice required for a Medical Assisting professional. The curriculum includes education in health science fundamentals; medical terminology; legal and ethical responsibilities; medical office management and procedures; administrative and clinical duties; safety and security procedures; emergency preparedness; records management; informatics; fundamentals of medical insurance billing; preparing patients for physical examinations; HIV/AIDS; blood borne pathogens; OSHA; phlebotomy; EKG.

The program provides 319 hours of laboratory practice where the students gain the required proficiency necessary for this profession. Students demonstrate their medical assisting skills in a 230 clinical externship at a medical office or health facility. The curriculum integration of theory and practice prepares students to take the Certified Clinical Medical Assistant (CCMA) and Registered Medical Assistant (RMA) examinations.



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

Our Medical Assistant program is approved by: Florida Department of Education | fldoe.org

### Program Content:

- Phlebotomy
- Communication
- Legal and Ethical Responsibilities
- Administrative and Clinical Duties
- Medical Terminology
- Administering Medication
- Collecting Specimens
- Limited Laboratory Examinations
- Interpersonal Skills
- Health-Illness Concepts
- Emergency Procedures Including CPR
- First Aid
- EKG
- Recording Vital Signs
- Office/Ambulatory Surgery
- Safety and Security Procedures
- Anatomy and Physiology
- Computer Literacy
- Employability Skills
- Externship

### Admission Requirements:

- 18 Years of Age or Older
- High School or GED
- Meet with Program Director
- Complete a Medical Assistant Application Packet
- Clearance on FDLE Level II Background Check
- Negative Drug Test Results
- Immunizations and Physical Exam

### Program Length

1300 Hours (approximately 10 months)

### Program Offered

Contact Program Director for cohort dates

### Delivery Method

Hybrid - online and in-person classes

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 323099-0400, toll-free telephone number (888)224-6684. South Florida Healthcare Institute Practical Nursing program is approved through the Florida Board of Nursing.



## Medical Assistant Program Fees

Tuition - \$7,250

Lab - \$475

Registration - \$100

Liability Insurance - \$175

**Tuition Total - \$8,000**

**Uniforms:** Once admitted, student must purchase their own uniform sets from the school's approved vendor. We utilize Complio for our immunization compliance, clinical rotation management, and drug testing. The fee to utilize this system is \$132.

- All White Leather Shoes – closed front and back
- White Fleece Jacket or Lab Jacket
- White Socks (above the ankle) or White Hose

**Industry Certification & State Credential Exams:** Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study.

- Certified Clinical Medical Assistant (CCMA)
- Registered Medical Assistant (RMA)

**Books / Supplies:** Students are responsible for purchasing, Niedzwiecki Kinn's Medical Assisting Fundamentals - Sherpath for Medical Assisting, 2nd Edition, eBook and online access.

### YOUR ACTION STEPS:

- Step 1: Complete the Medical Assistant Application Packet
- Step 2: Secure Funding Source
- Step 3: Meet with Program Director
- Step 4: Registration, Payment and Enrollment

### Possible Job Titles

- Medical Assistant
- Certified Medical Assistant (CCMA)
- Registered Medical Assistant (RMA)

*For more information contact the Program Director for the Medical Assistant program:*

*Mrs. Leonora Creary, MSN, APRN, AGPCNP-BC, email - [ma@sflhealthcareinstitute.com](mailto:ma@sflhealthcareinstitute.com)*

South Florida Healthcare Institute | [www.sflhealthcareinstitute.com](http://www.sflhealthcareinstitute.com) | Office: 1-800-816-3489