

# MEDICAL ASSISTING

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## Job Description

Classified as allied health practitioners, medical assistants can be found primarily in doctors' offices and clinics. Medical assistants are multi-skilled and are competent in both administrative and clinical procedures. Among the roles that medical assistants often assume are:

- Clinical Assistant
- Administrative Assistant
- Receptionist
- Lab Assistant
- Billing Clerk
- Office Manager

## Career Opportunities

- Employment of medical assistants is expected to grow much faster than the average for all occupations through the years as the health services industry expands.
- According to the U.S. Department of Labor, medical assistants held about 727,760 jobs in 2021. Approximately 65 percent were employed in physicians' offices, and about 16 percent worked in hospitals, including inpatient and outpatient settings. Others worked in nursing homes, medical offices, and other healthcare facilities.
- Most full-time medical assistants work a regular 40-hour week.
- Some work evenings and weekends.

## Program Description

### Approximate Salary in Nevada

Hourly Wage Range.....\$13.98 - \$23.16  
 Median Hourly Wage.....\$18.36

Source: "Bureau of Labor Statistics" 2021

- The Medical Assisting program is designed as a full-time program. The program lecture courses are generally offered online with lab courses delivered in person. Refer to the current semester schedule to verify when and where courses are being held.
- The program may be completed in 12 months or over a period of 3 semesters.
- The standard rule for study time is approximately 2 hours per week for every 1 credit hour.

## Admission Requirements

The College of Southern Nevada's Medical Assisting program is a Limited Entry program; therefore, the prerequisite requirements must be completed by the application deadline in order to be eligible for consideration. An application for admission may be obtained online at: <https://www.csn.edu/limited-entry-admission>.

**Note:** Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as the Essential Functions of Medical Assisting (MA) Students. Students with documented need for accommodation are to meet with the Disability Resource Center.

## Approximate Costs

(Costs are subject to change)

### Tuition:

39 credits x \$112.75 per credit hr ..... \$4,397.25  
 Books..... \$600.00  
 Uniforms.....\$35.00  
 CPR Certification.....\$50.00 - \$75.00  
 Physical Exam.....\$50.00 - \$75.00  
 Immunizations.....\$0 - \$600.00  
 AAMA Student Membership (optional).....\$35.00

### License:

Certification Credential, CMA (optional). \$125.00  
 Medical Insurance.....\$20.00 - \$190.00/month  
 Applies only if you are presently uninsured.

College Application Fee.....\$20.00  
 One time, non-refundable fee charged to new students only.

Limited Entry Application Fee.....\$20.00

Non-Resident Fee.....\$3,843.00 per semester  
 This is in addition to the tuition and technology fee and is assessed to nonresident students enrolling in 7 or more credit hours.

\*Blood draw and other relevant procedures performed by and on students actively enrolled in the program. Participation is required for program completion unless medically incapable.\*

## Requirements Prior to Beginning MA 130B

Students are required to show proof of CPR certification, health insurance, and immunization against Hepatitis B, Measles, Mumps, Rubella, Varicella, Tetanus, and Diphtheria. In addition, proof of a negative two-step TB skin test, negative urine drug screen, and criminal background check will be required prior to the start of the Clinical Externship. A physical examination must also be completed.

## Credentialing as a Certified Medical Assistant

To become a CMA (Certified Medical Assistant) an applicant must have a high school diploma (or equivalent), be of good moral character, have graduated from a CAAHEP accredited program and passed the national CMA examination. A felony conviction may preclude an applicant from sitting for the CMA examination. Alternatively, graduates of the CSN Medical Assisting program qualify to sit for the CCMA (NHA), NCMA (NCCT), or RMA (AMT) exams. **It is an expectation that MA program graduates will challenge a certification exam within 1 year of graduation.**

## Accreditation

The College of Southern Nevada Medical Assisting Certificate of Achievement Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

