

# CERTIFIED MEDICAL ASSISTANT

The Medical Assistant is an important part of the Patient-Centered Medical Team. The Medical Assistant works with physicians, nurse practitioners and other health care providers in outpatient or ambulatory care facilities to care for patients of all ages.

## SKILLS PERFORMED BY MEDICAL ASSISTANTS

Medical Records Coding  
Insurance forms  
Scheduling Appointments  
Prepares patients for procedures and exams  
Performs EKGs  
Suture Removal  
Draws Blood/Laboratory Procedures  
Medication administration (directed by licensed providers)  
Computer Data Entry  
Front Desk Management



Professional Development Center, LLC

## TRAINING...

High School Diploma/Equivalent  
Immunizations

Negative Drug Screen  
Complete CPR/BSL Course

Complete Extern Hours  
Pass National Certification Exam



Must be Self-Motivated  
Commitment to Daily class Attendance  
Requires travel to externship location  
4-6 Hours of Homework each Day/Night  
Quizzes and Exams

**VICTORY PROFESSIONAL DEVELOPMENT CENTER**

Education.....A journey that begins with a leap of Faith!

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