



LAKES  
REGION  
COMMUNITY  
COLLEGE

# MEDICAL ASSISTANT

## Why Medical Assistant?

If you've always been interested in the medical field but aren't sure where to begin, a career as a medical assistant may be a great place to start. You may find exactly the right balance as a medical assistant, or it may serve as a stepping stone to another higher level career in medicine. Medical assistants are vitally important members of any health care team and perform a multitude of tasks that ensure quality patient care while assisting other medical staff members with the administrative and medical duties.

## Potential Salary:

There is currently a high demand Medical Assistants in New Hampshire. See below for the average annual salary range in NH for a Medical Assistant.

- **Entry Level \$33,280**
- **Mid-Range \$38,626**
- **Experienced \$41,496**

*\*New Hampshire Occupational Employment & Wages 2020, published by the NH Economic and Labor Market Information Bureau – Salaries are based on 40 hours of work, not including overtime.*

## Estimated Program Cost:

**Course: \$6,230**

*\*Cost includes textbooks, lab kit, CCMA exam and drug test. Additional costs for uniforms and background check.*

# Medical Assistant Program Requirements

Lakes Region Community College has developed a 16-week Medical Assistant Certificate program, which includes 320 hours of classroom instruction, and 160 hours of clinical practicum at local medical offices. Upon completion of the program, students will be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national exam.

## Admission Requirements

- Age 18 & Older
- Immunizations
- Interview
- High School Diploma, GED or HiSet
- Completed Application
- Pre-Assessment
- Criminal Background Check

## Required Courses

### NCWK200L Medical Assistant Training/Externship \*

Become a highly skilled medical assistant in a physician's office. You will learn to prepare patients for examination, treatment, diagnostic testing, proper lead placement for cardiac evaluation and conduct routine laboratory procedures. Curriculum includes: medical terminology, human anatomy and physiology, technical aspects of phlebotomy, pharmacology, cardiac life cycle, proper use and administration of medications, taking and documenting vital signs, accessing and recoding information appropriately in electronic medical records. Professional workplace behavior, ethics and the legal aspects of healthcare are emphasized.

**Classroom Instruction: 320 hours 12 weeks 5 days per week**

For the Externship portion, you will practice both your clinical and administrative skills while working under the supervision of the office managers and program instructors. While on externship, you will have the opportunity to work with other medical assistants to gain experience taking vital signs, maintaining examination areas, taking patient histories, preparing patients for procedures, assisting physicians with examinations, collecting and processing specimens, performing routine diagnostic tests, administering medications, and performing venipunctures, scheduling and canceling patient appointments, completing health insurance forms, recording charges, and filing to meet CCMA certification requirements.

**Externship: 160 hours 4 weeks 40 hours per week**

Students who have completed a Medical Assistant Training and Externship that complies with the NHA CCMA test plan will take the Certified Clinical Medical Assistant exam, which is included in the course cost.

\*\*Ask about apprenticeships and employer-based tuition assistance!

**Limited Class Size – Register as soon as possible to secure a spot.**

### Additional Information:

For more information, contact Donna Morgan, CCMA, Program Coordinator  
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