



Medical Assisting

Tri-County's diploma in Medical Assisting prepares you for a job as a medical assistant. This multi-skilled profession allows you to provide important healthcare duties in primarily non-hospital, or ambulatory care settings, which means you won't have the rigorous schedule that includes long days, nights, or weekends. Duties of this job include:

- Obtaining and recording vital signs and medical histories.
- Performing EKGs, spirometry and visual acuity testing; setting up surgical trays; and assisting the physician with patient exams and procedures.
- Scheduling patient appointments, insurance processing, surgery scheduling to office management.
- Medication dosage calculation and administration

- Collecting and performing in-office CLIA-waived laboratory testing, including drawing blood and urinalysis.
- Maintaining medical records while working within an Electronic Medical Record or paper charts

Throughout your coursework, you'll prepare for your future career by gaining the knowledge, skills, and behavior necessary in both classroom and medical settings. Externships with local offices are available to ensure you have experience with patient care and to give you an advantage when searching for a job after you receive your degree.

[Learn more about program requirements](#) and related certificates. Scroll to the degree program and select "display programs."

PLUS



We have an excellent track record for certification pass rates.



All graduates are employed within 3-4 months of graduation; in fact, physicians' offices call on us when they are looking for potential employees.



This program transitions perfectly to nursing allowing for more marketability.



Our newly renovated lab/clinical spaces simulate clinical settings with state-of-the-art equipment.



Laptops are provided for labs simulations relating to Electronic Medical Record (EMR) data entry.

Career Outlooks and Average Salaries

Job Title	What You Do	Salary			# Job Openings
		Entry	Median	Skilled	
Medical Assistants, Certified Medical Assistants-CMA (AAMA)	Perform administrative, laboratory, and clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, performing CLIA-waived laboratory testing in office, and administering medications as directed by physician.	\$27,592	\$34,210	\$44,723	602
Medical Records Specialists	Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system.	\$28,924	\$38,493	\$63,895	60



CONNECT WITH US

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TCTC.edu/APPLY

SC Wins Eligible



TCTC
 Tri-County Technical College

EOE/AA