



## Medical Assistant/Patient Care Technologist

Medical Asst./PCT

What Does a Medical Assistant Do?

Multiple Certifications Available

Required Curriculum

TVCC Home Page

Trinity Valley Community College  
Community Services  
100 Cardinal Drive  
Athens, TX 75751  
903-675-6212  
903-675-6388 (fax)  
[www.tvcc.edu/communityservices](http://www.tvcc.edu/communityservices)  
[conted@tvcc.edu](mailto:conted@tvcc.edu)

## Is Medical Assistant/PCT the Career for you?

- Do you like to help others?
- Do you have an interest in the healthcare field?
- Do you enjoy “working with people”?
- Do you like variety in your job?
- Would you like to train in one of the nation’s fastest growing careers?



According to the U.S. Department of Labor Statistics, medical assisting is one of the nation’s fastest growing careers. Patient Care Technologists/Medical Assistants enjoy an exciting career that is essential to patient care in medical offices, hospitals and clinics.

Train for an exciting, challenging  
career in the healthcare industry.



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# What does a Medical Assistant do?

Medical Assistant duties vary from office to office or clinical setting. They may include both administrative and clinical duties.

### Administrative duties may include:

- ⇒ Using computer applications
- ⇒ Answering telephones
- ⇒ Greeting patients
- ⇒ Maintaining patient medical records
- ⇒ Scheduling appointments

### Clinical duties may include:

- ⇒ Taking medical histories
- ⇒ Explaining treatment procedures to patients
- ⇒ Preparing patients for examination
- ⇒ Collecting & preparing lab specimens
- ⇒ Patient instruction
- ⇒ Drawing blood
- ⇒ Other clinical duties as instructed by the provider





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## Multiple Certifications Available

Successful completion of the TVCC PCT/Medical Assistant program offers students the opportunity to apply for certification as a Patient Care Technologist and a Certified Nurse Aide in addition to the Medical Assistant certificate.

Upon completion of the coursework, students can apply for certification as a medical assistant through various associations that award certification credentials. The certification process varies depending on the certifying agency.

Required curriculum can be completed by students in two ways. Students can complete:

- ◆ **PCT/Medical Assistant** —a contained part-time class allowing for completion of required classes in one year — Tuition \$2850.
- ◆ **PCT/Medical Assistant (flexible schedule)** Students may apply for Medical Assistant/PCT certificate upon completion of all required coursework.—Tuition listed with classes on next page.

Enrollment in the contained class ensures all classes will be available to students. Enrollment in the series of classes allows for flexibility in completion of the required coursework.





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# Required Curriculum

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Course	Tuition
Certified Nurse Aide (112 hrs)	\$ 520
CPR & First Aid (9 hrs)	\$ 65
Handling Medical Emergencies (28 hrs)	\$ 200
Phlebotomy Technician (48 hrs)	\$ 320
Medical Terminology (Online) (28 hrs)	\$ 100
Basic EKG/X-ray (28 hrs)	\$ 200
Anatomy and Physiology (Online) (28 hrs)	\$ 100
Medical Math & Notations (40 hrs)	\$ 150
HIPAA Compliance (Online) (28 hrs)	\$ 100

*Successful completion of the above courses and completion of the PCT exam (80% or higher) entitles student to the TVCC Patient Care Technology Certificate.*

Medical Information Practice & Office Management (54 hrs)	\$ 200
Keyboarding (Online) (28 hrs)	\$ 100
Computer Skills for the Workplace (Online) (28 hrs)	\$ 100
Medical Coding (Online) (28 hrs)	\$ 100
OSHA (12 hrs)	\$ 100
Perinatal/Early Childhood (14 hrs)	\$ 200
Externship for Medical Assistant (24 hrs)	\$ 75
Capstone Class (25 hrs)	\$ 200

Students are required to attend a 3 hour orientation session prior to the start of the program.

Students can petition for classes successfully completed outside of TVCC to be transferred into the program. The Externship for Medical Assistant, Capstone and a minimum of 50% of the course work must be completed through TVCC.