

## CAREER-TECHNICAL PROGRAMS

# MEDICAL ASSISTING PROGRAM

**Explore your opportunities in an exciting career pathway!**

Medical assistants are multi-skilled practitioners who perform a wide range of roles in physicians' offices and other healthcare settings performing both administrative and clinical duties.

Medical billing and coding specialists complete various foundation courses for healthcare professionals, as well as specialized courses for insurance billing and coding.

Medical receptionist students learn to greet patients and visitors appropriately, make appointments, verify insurance information, use electronic methods to maintain patient records, answer phone calls and take accurate messages. They learn to utilize medical terminology and be aware of the implications of federal and state legal guidelines as they apply to ambulatory healthcare settings.

Check out the  
Medical Assisting  
Career Pathway



The Olympic College Medical Assisting 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).

**Commission on Accreditation of  
Allied Health Programs**  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350

## Get Started Today!

### Advisors

Joel Welter (360) 475-7741,  
[jwelter@olympic.edu](mailto:jwelter@olympic.edu)

Barbara Parker (360) 475-7679,  
[bparker@olympic.edu](mailto:bparker@olympic.edu)

### Contact Admissions to enroll!

[www.olympic.edu/current-students/getting-started/Admissions](http://www.olympic.edu/current-students/getting-started/Admissions)

### Funding Options

Available through Workforce Development  
and Basic Studies

**(360) 475-7555**

**[wfd@olympic.edu](mailto:wfd@olympic.edu)**

Contact us to find out if you are eligible!

Interested in  
Medical Assisting?  
Check out their  
webpage!



Bremerton • Shelton • Poulsbo

Olympic College is an equal opportunity institution. Information about our non-discrimination policies is available at: [olympic.edu/nondiscrimination-title-ix](http://olympic.edu/nondiscrimination-title-ix), 360-792-6050, 1600 Chester Ave., Bremerton, WA 98337-1699.

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OLYMPIC COLLEGE

# MEDICAL ASSISTING PROGRAMS



*Make a Difference  
Working in a  
High Demand  
Career*

*New Classes Start  
Every Quarter!*



## Program Prerequisites

- Accuplacer test scores must place prospective students above Math 094, or students must complete Math 099 with a score of 2.0 or higher.
- Accuplacer English test scores must place prospective students into ENGL&101, or ENGL 099/101 with a 2.0 or higher.
- Proof of typing proficiency of 30 wpm with 90% accuracy.
- Prior to registration for clinical classes (starting winter quarter), students must complete an application packet, which will be provided by the MEDA Program Coordinator during MEDA 151. Application deadline: December 1<sup>st</sup>, or whenever winter quarter classes have filled.

## Wages

For median wages, labor market and wage data provided by the Washington State Employment Security Department go to:

<https://fortress.wa.gov/esd/employmentdata/>

## How to Pay for College

You may be eligible for financial assistance!

Workforce Development Eligibility Survey  
[www.startnextquarter.org/](http://www.startnextquarter.org/)

Financial Aid

[www.olympic.edu/paying-college/financial-aid](http://www.olympic.edu/paying-college/financial-aid)

The Washboard Scholarship Opportunities  
<https://fortress.wa.gov/hecb/thewashboard/>

## Medical Assisting

### Associate In Applied Science—Transfer (91-93 cr)

Graduates of this program are prepared for employment in medical settings to assist physicians or healthcare providers. This degree program is designed to qualify medical assistants for supervisory and/or management roles that require an associate degree and to allow an opportunity for potential transfer for those who wish to continue their education at a four year institution. To earn this degree, students must also complete the Medical Assisting Certificate of Specialization.

## Medical Assisting

### Certificate of Specialization (63 cr)

Graduates of this program are prepared for employment in ambulatory medical settings assisting physicians or other healthcare professionals in the examination and treatment of patients. Students are taught to perform administrative duties commonly required in healthcare facilities.

## Medical Billing and Coding

### Certificate of Completion (62 cr)

Graduates of this program will be prepared to work as Medical billing and coding specialists. This program includes courses for healthcare professionals, as well as specialized courses for insurance billing and coding. Students will be able to translate diseases, conditions, and procedures into numerical designations for insurance. A supervised externship in a medical facility will provide excellent medical billing and coding experience. This program requires a minimum of four quarters for completion and can be taken on a part-time basis.

## Medical Receptionist

### Certificate of Completion (35 cr)

Graduates of this program will be prepared to greet patients and visitors, make appointments, verify insurance, prepare and maintain patient charts, use electronic methods to maintain patient records, answer phones and take accurate messages. They will utilize medical terminology and be aware of federal and state legal guidelines as applied to ambulatory healthcare settings.

**“OC has given me a second chance for a better life, with a livable wage and purposeful work.”**

**- Katie Camm, Student**



**“It’s a giant community.”**

**- Jenny Clarke,  
Graduating Class of 2017**

