

ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING

SCHOOL OF HEALTH SCIENCES



PURSUE YOUR DEGREE IN ONE OF THE FASTEST-GROWING HEALTH PROFESSIONS

Kaplan University's Associate of Applied Science in Medical Assisting program combines traditional teaching and hands-on training designed to help you develop the knowledge and skills required to become a professional in the field.¹ The degree program offers a broad education that could help students develop advanced technical and communication skills they can use on the job.

WHAT'S INSIDE:

- ▶ Career Outcomes
- ▶ Curriculum Highlights
- ▶ Kaplan University Overview

To enroll, call your Admissions Advisor today. For more information, visit studentcenter.kaplan.edu.

A different school of thought.®



**KAPLAN
UNIVERSITY**

WELL-QUALIFIED MEDICAL ASSISTANTS ARE IN DEMAND

As the health care industry expands, there may be an increased demand for all health care workers. And, according to the Bureau of Labor Statistics, employment of medical assistants is expected to grow 34 percent through 2018, much faster than the average for all occupations.²

Medical assistants most often work in outpatient settings—a rapidly growing sector of the health care field. Because well-trained medical assistants can often handle both administrative and clinical tasks, they tend to work in health care facilities that require personnel support.

Now could be a good time to enter the medical assisting field. Pursue an associate's degree in medical assisting from Kaplan University and make the most of these industry trends.



DEVELOP THE SKILLS YOU NEED TO SUCCEED

An Associate of Applied Science in Medical Assisting is designed to help students acquire knowledge and develop skills in performing laboratory, clinical, and medical office procedures in a physician's office or ambulatory care clinic. Career opportunities for medical assistants could also exist in hospitals, health clinics, and private practices.¹ Once medical assistants are established in their career, they often pursue further opportunities, such as specialization in a field of choice.

Through rigorous coursework and traditional teaching methods, Kaplan University could help prepare you to succeed in the medical assisting field. And, since medical assisting students are required to complete an externship at a real-world health care facility prior to graduation, you could gain the valuable on-the-job experience many employers demand.

DAY-TO-DAY ACTIVITIES WILL VARY, BUT HERE ARE SOME POSSIBLE TASKS THAT MEDICAL ASSISTING GRADUATES COULD PERFORM:¹

- Perform CLIA-waived tests
- Perform routine laboratory tests, such as blood work, venipuncture, urinalysis, and electrocardiograms
- Record patients' vital signs
- Change dressings
- Remove sutures
- Assist in patient preparation
- Assist in patient relations
- Provide patient instruction
- Collect and prepare laboratory specimens
- Sterilize medical instruments
- Manage patient records
- Arrange for hospital admissions and laboratory services
- Arrange examining room instruments and equipment
- Assistant director of volunteer services
- Purchase and maintain supplies and equipment

A different school of thought.®



GAIN THE KNOWLEDGE YOU NEED TO MEET INDUSTRY DEMAND

Kaplan University's **Associate of Applied Science in Medical Assisting** program is designed to prepare competent entry-level medical assistants with the proper knowledge, skills, and behavior for the field.¹ Graduates of the program may be eligible to take the Registered Medical Assistant (RMA) exam offered by the American Medical Technologists.³

The program curriculum emphasizes:

- Demonstration of competencies in all aspects of medical assisting
- Exhibition of proficiency in clerical and administrative functions required of a medical assistant
- Integration of knowledge from behavioral and biological sciences as a basis for allied health practice
- Embodiment of professional behaviors as defined by the discipline of allied health

Program Detail

Associate of Applied Science in Medical Assisting

- Credit Hours: 92



HERE IS WHAT ONE STUDENT HAD TO SAY

Michelle Parmeter⁴

- Kaplan University Graduate, January 2009

“ I honestly, wholeheartedly can say I feel very confident in the quality of the education I received from Kaplan University. I recommended my husband to go...He now attends Kaplan University because he [saw] the changes that happened in me, the confidence that I take with me now.

“Kaplan University has been huge in my achieving my goals...I am the first person in my family to ever graduate with a bachelor's degree...I have four little girls and it was important for me to show them that it could be done...Kaplan University has definitely made that possible.”

KAPLAN UNIVERSITY—A DIFFERENT SCHOOL OF THOUGHT®

THE KAPLAN COMMITMENTSM—EXPERIENCE KAPLAN UNIVERSITY WITH NO TUITION OBLIGATION.

At Kaplan University, we are committed to your education, your goals—you. And, as part of our pledge to help you succeed, we're announcing a whole new way to try a Kaplan University degree program for yourself with no tuition obligation.

It's simple. You'll attend real classes for real credits. After an introductory period, if you decide we're right for you, and you meet our academic standards and other requirements, you'll continue on. If not, your obligation ends there. There's no tuition cost or other financial obligation, except for the \$45 application fee.⁵

WHY KAPLAN UNIVERSITY?

Our programs are designed to offer you the freedom to grow and pursue your goals. We offer:

- Online classes that allow you to study virtually anytime, anywhere you have an Internet connection.
- Personal Advisors to help you select the courses to meet your goals.
- Reduced tuition rates for active-duty service members and veterans.
- Scholarships for eligible Kaplan University students.
- A portfolio development course that could help translate your work and life experiences into college credit.⁶

Other Programs

In addition to this program, Kaplan University also offers:

- › Associate of Applied Science in Medical Office Management
- › Associate of Applied Science in Medical Transcription
- › Associate of Applied Science in Health Information Technology

IMPORTANT INFORMATION—PLEASE READ

1 Kaplan University's programs are designed to prepare graduates to pursue employment in fields related to their subjects of study, such as the positions provided as examples. However, Kaplan University does not guarantee that graduates will be placed in any job, equipped to perform all the tasks noted, or eligible for job advancement opportunities. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.

2 Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook 2010–2011 Edition, Medical Assistants, <http://www.bls.gov/oco/ocos164.htm>. These employment projections are provided for informational purposes only. Long-term projections are not intended to predict short-term changes in employment demand due to the current economy.

3 Although the program is designed to prepare students for various certification and licensing examinations, Kaplan University cannot guarantee students will pass the exams.

4 Individual is not a graduate of the program advertised. Views and opinions stated herein are the individual's and not necessarily those of Kaplan University. Individual student schedules and experiences may vary.

5 Classes will count toward a student's degree if satisfactorily completed. No credits are earned if the student withdraws during the introductory period. The introductory period is five weeks, and begins on day one of the student's first academic term. If at any point during the introductory period a student chooses to opt out, he or she will have no other obligation to the University except for the application fee. Only available to new students; continuing students are not eligible.

6 Kaplan University does not guarantee the transferability of credit. See University Catalog for Prior Learning Assessment Policy.

Note From Dean

"Education is about opportunity, and a health sciences education offers you the opportunity to gain exposure to a fast-growing field. At Kaplan University's School of Health Sciences, we are committed to providing the training and skills you need to begin or advance a career in the health field. I hope you will join us."

Ginger Cameron

Ginger Cameron
Dean, School of Health Sciences



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