

Health Occupations

Great Career, Stat!

Necessary Skills:

- Critical Thinking
- Active Listening
- Control Precision
- Communication
- Coordination
- Manual Dexterity
- Time Management
- Social Perceptiveness
- Reading & Interpreting
- Active Learning

Physical Demands

Working in the Medical Assisting field is not for everyone.

Medical Assistants must be comfortable working around blood and other body fluids.

Medical Assistants are on their feet for hours at a time, often moving frequently.

Many Medical Assistants must lift patients in and out of beds, chairs, and therapy equipment, while ensuring the patient is properly supported and protected.

Medical Assistants must be able to multitask in a fast-paced workplace.



Help is on the way!

Medical assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors and other health practitioners running smoothly.

The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, medical assistants usually do many different kinds of tasks, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators.

Work & Wages

Medical Assistant:
\$11-16/hr

Highly skilled Medical Assistants are sought by numerous employers in Southwest Pennsylvania!

Sources: bls.gov
cwds.state.pa.us

Program of Study advantage:

By completing all of your task list and NOCTI tests, you will be eligible to receive Articulated Credits (college credit for CTC classes) toward your Associates Degree—saving you time and \$\$\$!

Take the Right Classes at Home School!

Math

Algebra I
Algebra II
Geometry
College Prep Math
(recommended)

English

College Prep English I
College Prep English II
College Prep English III
College Prep English IV

Science

Biology
Chemistry
Physics

Humanities

Civics
U.S. History
World History



Health/Medical Assisting Services CIP 51.0899

Colleges that are participating in the Statewide Articulation Agreement for this program include:

- Commonwealth Technical Institute
- Johnson College
- Mercyhurst College
- Harcum College
- Pennsylvania Institute of Technology

The following CTCs have Practical Nursing programs that participate in the Statewide Articulation Agreement:

- Greater Altoona Career and Technology Center
- Fayette County Area Vocational-Technical School
- Northern Tier Career Center
- Lenape Area Vocational Technical School
- Lancaster County Career and Technology Center
- Western Area Career and Technology Center
- Lawrence County Career and Technical Center
- Crawford County Career and Technology Center
- Greater Johnstown Career and Technology Center
- Greene County Career and Technology Center
- Wilks-Barre Area Career and Technical Center



Notice of Non-Discrimination
 The Connellsville Area School District is an equal opportunity employer and educational institution and will not discriminate on the basis of race, color, national origin, sex, disability or age in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. Inquiries or grievances should be directed to Karen Marko 724-628-3300

Clothing requirements:

1st Year: Scrub top, scrub pants or skirt, white socks, white clinical shoes or white tennis shoes, watch with a second hand

2nd Year: Scrub top, scrub pants or skirt, white socks, white clinical shoes or white tennis shoes, watch with a second hand

3rd Year: Scrub top, scrub pants or skirt, white socks, white clinical shoes or white tennis shoes, watch with a second hand

Industry Certifications offered:

- Healthcare CPR and First Aid Certification
- State certification Nurse Aide
- NOCTI: Pa Skills Certificate Nursing Assistant

Student Organization:

- Health Occupations Students of America (HOSA)
- Skills USA

Medical Assistant Competency Task List		
1st Year (360 hours)	2nd Year (360 hours)	3rd Year (360 hours)
Orientation and Safety (30)	Moving, Lifting, and Positioning (30)	Sub-acute and Home Health (30)
Legal and Ethical Issues (40)	Urinary Elimination (30)	Resident Unit (30)
Communication (40)	Bowel Elimination (30)	Personal Care (90)
Infection Control (40)	Nutrition and Hydration (40)	Basic Nursing and Care Team (90)
Safety and Body Mechanics (40)	Medical Terminology (50)	Mental health and Mental Illness (30)
Emergency Care and Disaster (40)	Medical Assistant (50)	Rehabilitation and Restorative (30)
Human Needs and Development (40)	Common and Chronic (40)	Death and Dying (30)
Basic Nursing Skills (90)	Basic Nursing skills (90)	Crime and Violence Prevention (30)