HEARTLAND TECHNICAL EDUCATION CENTER

Adult Education Center
1763 State Route 60, Ashland, OH 44805-9377
419.289.3313 ◊ FAX 567.203.4501 ◊ www.heartlandtech.org

Medical Assisting

Medical assistants are vital members of healthcare teams, performing a blend of administrative and clinical duties that ensure the smooth operation of medical facilities. They handle tasks ranging from scheduling appointments and managing patient records to taking vital signs, administering injections, performing EKG's, performing venipunctures, preparing patients for exams, and assisting the physician with these exams. Their importance stems from their ability to streamline patient flow, allowing physicians and nurses to focus on more complex medical tasks. By efficiently managing administrative duties and providing essential clinical support, medical assistants contribute significantly to the overall quality of patient care, acting as crucial liaisons between patients and healthcare providers.

Medical Assisting Program Dates

September 8, 2026

Medical Assisting Admissions Requirements

- Submit a completed program application through https://heartlandtech.axstudent.com with a $50 non-refundable application fee.
- No previous or pending disqualifying criminal offenses
- Provide official transcripts or proof of a high school diploma or equivalent.

Medical Assisting Program Cost

Tuition:	$ 8,304
Tools and Uniforms:	$ 400
Books and Fees:	$ 1,586
Total Cost	$10,290

Prices are subject to change

Fees include all certification testing fees, drug testing, physical and uniforms. Students are required to obtain 2-step TB testing, Hepatitis B series and/or Hepatitis B titer, Tdap or booster within the last 10 years, Influenza, Varicella, MMR and/or titers to prove immune factors. Some sites may require additional vaccines. All vaccines and immune testing are not part of tuition and must be paid for by the student. Vaccines must be completed in a timely manner and must be completed before the students first day of practicum. Students seeking financial aid assistance must complete the FAFSA and associated financial aid paperwork. Payment arrangements must be made prior to the first day of class.

Medical Assisting Textbook List

Title	Student Price
Quick and Easy Medical Terminology. 10th ed. Peggy Leonard	$65
Today's Medical Assistant. 4th ed. Bonnewit-West	$135
Today's Medical Assistant Study Guide. 4th ed. Bonnewit-West	$61
Phlebotomy Book Rental: Phlebotomy Essentials 8th ed. Ruth McCall	$46
NHA CPT Printed Study Guide and Online Practice Test	$79
NHA CCMA Printed Study Guide and Online Practice Test	$88
NHA CET Printed Study Guide and Online Practice Test	$109

Medical Assisting Program Schedule

September 8, 2026 – May 28, 2027
9:00am – 3:00pm Monday – Thursday
dates and times are subject to change

The Heartland Technical Education Center Board of Education and its staff are dedicated to providing equal educational opportunities, equal employment opportunities, and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The district follows the regulations of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Medical Assisting Lead Instructor

Jamie Krabill BSN, RN
Phone: 419.289.3313
Email: krabillj@heartlandtech.org

Medical Assisting Curriculum

760 Hours (450 theory/310 lab)

- Ethics in the Health Care System
- Medical Office Administrative Functions
- Fundamentals of Clinical Medical Assisting
- Medical Terminology
- The Human Body in Health and Disease
- The Skeletal System
- The Muscular System
- The Cardiovascular System
- The Lymphatic and Immune Systems
- The Respiratory System
- The Digestive System
- The Urinary System
- The Nervous System
- Special Senses: The Eyes and Ears
- Skin: The Integumentary System
- The Endocrine System
- The Reproductive Systems
- Nutrition
- Metric and Household Measurements
- Apothecary and Household Measurements
- Apothecary and Metric Measurements
- Safety in Medication Administration
- Interpretation of the Physician's Orders
- Pharmacology and Medical Math
- Automated Medication Dispensing System
- Special Considerations for the Administration of Medications to the Elderly
- Phlebotomy
- EKG
- Basic Life Support (BLS)
- Practicum (165 hours)

Students participate in a 165-hour practicum at an approved facility if background check, academic, attendance requirements, and vaccine requirements are met. The practicum experience is a crucial component of medical assisting education, designed to bridge the gap between classroom learning and real-world application. It provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry-level medical assistant work under the direct supervision of qualified personnel at the participating practicum sites, and under general supervision of the school staff. Student experience is documented by the student and hours approved by the practicum site supervisor.

Medical Assisting Certifications

- National Healthcareer Association Certified Clinical Medical Assistant (CCMA)
- National Healthcareer Association Certified Phlebotomy Technician (CPT)
- National Healthcareer Association Certified EKG Technician (CET)
- Basic Life Support (BLS)

Medical Assisting Attendance Requirements

- Attendance of 100% is expected
- Students are required to maintain an attendance percentage of 90% or higher
- Students arriving late or leaving early will be deducted hours accordingly.
- 1-15 minutes, docked 15 minutes
- 16-30 minutes, docked 30 minutes
- 31-60 minutes, docked 60 minutes

Medical Assisting Completion Requirements

Students fulfilling all of the following requirements will earn a certificate of completion and be prepared to take the National Healthcareer Association Certified Clinical Medical Assisting exam, National Healthcareer Association Certified Phlebotomy Technician, and National Healthcareer Association Certified EKG Technician exam.

- Complete all coursework while maintaining a cumulative 73% minimum grade
- Attain a 90% or better attendance rate
- Successful attainment of all program objectives and technical competencies
- Successfully complete externship
- Payment in full of all financial obligations for the program
- Return all school owned property in good condition

Medical Assisting Future Opportunities

- Certified Clinical Medical Assistant (CCMA)
- Medical Office Assistant
- Clinical Support Associate
- Patient Flow Coordinator
- Certified Phlebotomy Technician (CPT)
- Certified EKG Technician (CET)

Medical Assisting Job Outlook

- 15% job growth from 2023-2033
- Salary range $33,500 to $56,480 median $42,000

Medical Assisting Program and Heartland Technical Education Center Accreditation

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

Phone: 800.917.2081
www.council.org

Medical Assisting Program Performance Measures

Program Performance Completion Rates: Based on Council on Occupational Education reporting requirements, the average completion/graduation rate for the school year ending June 30, 2025.

- Students: 6
- Completion: 83%
- Placement 80%
- Certification: 100%

CIP Code #51.0801
SOC Code #31.9092
Net Price Calculator https://www.heartlandtech.org/o/ae/page/net-price-calc
O-Net Link http://www.onetonline.org/link/summary/31-9092.00