



Medical Assisting and Medical Office Assisting training available at the Alaska Health Care Academy

Are you interested in helping others and having a career without limits? Have you thought about becoming a Medical Assistant or Medical Office Assistant while learning on the job as a registered apprentice?

Medical Assistants care for patients in doctors' offices and clinics. They perform administrative and certain clinical duties under the direction of a physician. These duties may include scheduling appointments, maintaining medical records, billing and coding. Other duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood and administering medications as directed by a physician.

This training prepares you for employment in a doctor's office through a free three-week intensive classroom training with the remainder delivered online allowing you to learn on the job. You will be prepared to apply for employment or to apply as registered apprenticeship. As an apprentice you will receive 2,000 of on-the-job learning for MOA (4,000 hours MA) combined with over 144 hours of online related technical instruction MOA or (288 for MA). Turn over for more information.

Medical assistants who are registered apprentices earn a USDOL Medical Assistant or Medical Office Assistant certificate upon completion. Others may earn an Associates Degree and may also earn advanced credentials such as Certified Medical Assistant or Registered Medical Assistant. Medical assistants can specialize in areas or choose to advance their careers to become Registered Nurses, Physician Assistants and beyond.



To apply for the apprenticeship you will need:

- Interest in working in a medical office delivering administrative or clinical support
- Pass an assessment of the [barrier crimes matrix](#)
- Successfully complete the free initial three-week training (see below for details)
- Have a high school diploma or GED
- Career Ready Certificate; 4 applied math, 4 reading for information, 3 locating information (Work Keys)
- Additional credit may be given for health care in high school classes or certifications in health care
- We encourage eligible WIOA, STEP or Dislocated Worker to apply
- See below to register and receive a voucher for the free three-week training or apply to the apprenticeship program

Medical Assistant and Medical Office Assistant pre-employment training program class dates	
May 9 th through May 27 th	(3 weeks 8:00 – 2:30 daily)
June 20 th through July 8 th	(3 weeks 8:00 – 2:30 daily)

Sign up now!

Call Anne Velardi, at the Muldoon Job Center in Anchorage, at: 269-3562 for more information and to register.

Academy workshops are held at AVTEC's Anchorage health care training facility at: 1251 Muldoon Road, Job Center.



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

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Alaska's Health Care Academy courses are funded in part by an Alaska Health Care Apprenticeship Initiative grant awarded to the Alaska Department of Labor and Workforce Development by the US Department of Labor through the American Apprenticeship Initiative. Additional support comes from a USDOL Sector Partnership-National Emergency Grant and the State Training and Employment Program (STEP).

During the term of apprenticeship: You will receive such instruction and experience in all branches of the occupation. Major processes in which apprentices will be trained are as follows:

Example Work Process for Medical Assistant (On the Job Learning) SOC 31-9092.00		OJL HOURS
A.	Orientation; Safety Policies, Procedures, Law and Ethics	75
B.	Maintain Good Patient Environment; Clean and Sterilize	275
C.	Vitals; Take and Chart accurately	350
D.	Patient Care; Assist with Medical and Office Procedures	2200
E.	Collection, Recording and Disbursing Medical and Non-medical Data	300
F.	Utilize Record Management, Scheduling and Telephone Systems	300
G.	Utilize Medical and Office Specific Software	300
H.	Operate Office Equipment	200

Medical Assistant Registered Apprenticeship program required courses: These courses may be completed in any order. Courses will support students' on-the-job learning with the concepts and skills employed in the medical office. Students will be prepared to perform administrative and clinical duties under the direction of a physician, mid-level provider, or licensed nurse.

ENG100	English Composition	3 credits
ENG103	Information Literacy	1 credit
CSC104	Computer Applications	3 credits
HIT130	Electronic Medical Records	3 credits
HIT100	Introduction to Allied Health	1 credit
SCI120	Introduction to Biology	3 credits
HIT107	Medical Terminology	3 credits
SCI135	Anatomy and Physiology 1	3 credits
SCI136	Anatomy and Physiology 2	3 credits
HIT105	Law and Ethics in Medicine	3 credits

Medical Assistant Associate's Degree Program completion courses: The AVTEC/Penn Foster College's online apprenticeship curriculum seamlessly leads to an Associate Degree in Medical Assisting accredited by ABHES-accredited program. Upon graduation, you will be eligible to sit for both the RMA (Registered Medical Assistant) and CMA (Certified Medical Assistant) examinations. The Associates degree is in addition to the apprenticeship and must be paid for by the apprentice or may be paid for by the employer.

MAT106	Mathematics for Business	3 credits
ENG121	Business and Technical Writing	3 credits
ALH201	Pharmacology	3 credits
HIT203	Medical Coding 1	3 credits
HIT115	Reimbursement Methodologies	3 credits
HIT207	Medical Transcription 1	3 credits
MAS204	Clinical Procedures Lab 1	1 credit
MAS219	Externship 1	1 credit
SCI140	Nutrition	3 credits
HUM106	Interpersonal Communication	1 credit
ALH209	Clinical Procedures Theory 1	1 credit
ALH211	Clinical Procedures Theory 2	2 credits
SSC130	Essentials of Psychology	3 credits
	Core Elective (Choose one)	3 credits
	<ul style="list-style-type: none"> • ALH215-HIPAA Compliance • HIT204-Medical Coding 2 • NTR203-Sports Nutrition 	
	Arts and Humanities Elective (Choose one)	3 credits
	<ul style="list-style-type: none"> • HUM102-Art Appreciation • HUM-104-Music Appreciation • ENG115-Introduction to Literature 	



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