

# WHAT YOU NEED TO KNOW ABOUT A CAREER IN MEDICAL ASSISTING



**A COMPREHENSIVE GUIDE TO  
BEGINNING A CAREER AS A  
CLINICAL MEDICAL ASSISTANT**



# HISTORY OF EAST OHIO COLLEGE

**East Ohio College, formerly Ohio Valley College of Technology, has a long-standing history of being a trusted educator in Northeastern Ohio for over 100 years. Established in 1886, East Ohio College has been providing hands-on career training that meets the current needs of local employers.**

**With current program offerings in nursing, online allied healthcare, and online professional services, East Ohio College prepares those seeking to enter these growing fields.**

**In 2022, East Ohio College developed an online education method in conjunction with sister school, WVJC Online, for several healthcare and professional training programs. This allows students in Ohio, Pennsylvania, and West Virginia access to the same quality training while balancing family, work, and college.**

# CORE VALUES & PURPOSE

The core values and purpose of East Ohio College are the fundamental beliefs that every member of the organization is held to. The implementation of these principles allows each student to have a positive academic experience.

East Ohio College's goal is to provide students with an exceptional level of support and service to empower change by creating opportunity,

**OUR  
PURPOSE**  
...  
**To empower  
change by  
creating  
opportunity**



**OUR CORE  
VALUES**  
...  
**W** **WORK ETHIC**  
WE ACHIEVE SUCCESS THROUGH HARD WORK AND UNWAVERING COMMITMENT TO OUR PURPOSE.

**E** **EXEMPLARY**  
WE DEMONSTRATE THE HIGHEST LEVEL OF INTEGRITY, ETHICAL STANDARDS, AND PROFESSIONALISM.

**C** **CARING**  
WE SUPPORT OUR STUDENTS, COMMUNITIES, AND EACH OTHER, IN WAYS THAT LEAVE LASTING IMPRESSIONS.

**A** **ACCOUNTABILITY**  
WE MAINTAIN RESPONSIBILITY FOR OUR VALUES AND OUTCOMES.

**R** **RELATIONSHIPS**  
WE BUILD MEANINGFUL AND TRUSTED RELATIONSHIPS AS THE FOUNDATION OF OUR CULTURE.

**E** **EXCELLENCE**  
WE EXECUTE GOALS WITH PASSION, PURPOSE, AND PERSEVERANCE, STRIVING FOR THE HIGHEST QUALITY RESULTS.

# ACCREDITATION/ LICENSING & APPROVAL

East Ohio College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award associate degrees and diplomas. ABHES is a national accrediting agency recognized by the U.S. Department of Education.

East Ohio College is approved, and the programs are authorized by the Ohio State Board of Career Colleges and Schools, – Registration Number 1555B.

The East Ohio College School of Nursing Associate Degree in Nursing has been granted Full Approval by the Ohio Board of Nursing.

East Ohio College offers some programs that are approved by the State Approving Agency for students to use veterans' benefits.

# WHAT IS A MEDICAL ASSISTANT?

Medical assistants are essential healthcare team members who are trained to complete direct patient care and back-of-office tasks to help make the patient's experience positive. Medical assistants can expect to work closely with doctors, nurses, and other medical staff within the medical facility,

Because East Ohio College medical assistants are trained in direct patient care and administrative tasks, they help the medical facility run smoothly behind the scenes. Their versatile skillset makes them valuable to hospitals, family medicine practices, outpatient clinics, laboratories, and other facilities.

Medical assistants' training will prepare them to perform hands-on procedures including phlebotomy, EKGs, specimen collection, visual acuity tests, and more. Additionally, they will learn administrative tasks such as patient charting, processing insurance, software usage, and more. This combination of training makes them well-rounded and versatile members of the healthcare team.

# THE EAST OHIO PROCESS

East Ohio College strives to provide quality education, training, and preparation to students starting new healthcare careers. Our process guides students through their educational journey using the following five steps: Learn, Practice, Apply, Earn, and Start.



LEARN ESSENTIAL  
SKILLS DURING  
MEDICAL ASSISTING  
COURSES



PRACTICE SKILLS  
DURING HANDS-ON  
LAB AND CLINICAL  
EXPERIENCES



APPLY SKILLS IN A  
REAL-WORLD  
MEDICAL  
EXTERNSHIP



EARN INDUSTRY  
CERTIFICATIONS\*  
AND START YOUR  
NEW CAREER

Classroom instruction provides fundamental knowledge, while hands-on lab and clinical experiences hone their skills. Students then have the opportunity to apply their knowledge in real-world medical environments during an externship with a local employer. Afterward, they are equipped to take industry-specific NHA certifications\* and embark on their medical careers with confidence.

*\*Certification is contingent upon passing the corresponding industry certification exam.*

# 18-MONTH DEGREE PROGRAM

The East Ohio College Clinical Medical Assistant program provides students with the knowledge, skills, training, and experience they need for a medical assisting career in just 18 months.

This program is completed in an online format, allowing students to balance family, work, and college through flexible virtual instruction paired with hands-on weekend clinicals. This combination of virtual learning and hands-on practice provides students with fundamental knowledge, direct patient care training, administrative skills, certification\* preparation, and an externship experience with a local healthcare employer where they will further solidify their skills and build professional relationships.



EARN YOUR DEGREE IN  
**18 MONTHS**

*\*Certification is contingent upon passing the corresponding industry certification exam.*

# NATIONAL HEALTHCAREER ASSOCIATION

As part of East Ohio College's medical assisting training, students will be prepared to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA)\* certification exam.

The NHA is a nationally accredited third-party certification agency that has been granting certifications to allied healthcare professionals for over 30 years.

Earning industry-specific certifications such as the ones the NHA offers can put graduates at an advantage in the hiring process, as the NHA is widely recognized by healthcare employers and proves that the individual has met the nationally recognized standards of skill level and competency.



*\*Certification is contingent upon passing the corresponding industry certification exam.*

# MEDICAL ASSISTING TO NURSING PATHWAY

The East Ohio College Medical Assisting to Nursing Pathway option allows students to complete the medical assisting training program to gain hands-on medical skills, then graduate and begin working. Then, if they choose to further their education, they can return to East Ohio to attend a Nursing program.

Starting a career as a medical assistant can be beneficial for potential nursing students because it allows them to become accustomed to working in the healthcare field and gain real-world experience before entering intensified nursing training. Additionally, graduates of an East Ohio medical assisting training program are eligible for a Nursing Pathway Grant<sup>^</sup>.



*\*Certification is contingent upon passing the corresponding industry certification exam.*

*^See catalog for detailed eligibility requirements.*

# WHERE CAN A MEDICAL ASSISTANT WORK?

Medical assistants are trained in various clinical and administrative tasks, making them versatile and valuable members of the healthcare team. Their education and skills qualify them to work in a multitude of healthcare facilities, including family medicine practices, outpatient clinics, hospitals, laboratories, and more.



# BENEFITS OF EAST OHIO

At East Ohio College, we understand that our students need to balance work, family, and college. As an East Ohio student, your student experience will consist of many benefits, including the following.

## Direct Admission

East Ohio College employs a direct admission policy, meaning students will save time and money by not taking unnecessary prerequisite courses before starting their medical assisting classes.

## Accelerated Training

Our direct admission and accelerated method allows students to be prepared to start their new career sooner. Through our unique blend of practical hands-on training and valuable externship experiences, students will be well-equipped to successfully pursue their National Healthcareer Association certification exam\*, enabling them to join the workforce as skilled medical assistants in two years or less.

\*Certification is contingent upon passing the corresponding industry certification exam.

# BENEFITS OF EAST OHIO

## Career and Student Services

At East Ohio College, students can expect to have access to support services to help them achieve their academic, personal, and career goals. East Ohio Alumni are also eligible for continued career management services throughout their career and can return to East Ohio to attend refresher courses as their industry evolves.

## Hands-On Training and Lab Experiences

East Ohio College students learn fundamental healthcare knowledge during online lecture courses and then practice applying their skills during weekend clinical experiences facilitated by experienced instructors.

## Real-World Externship

Toward the end of your medical assisting training, you will complete an externship where you will apply your skills to a real-world medical environment working with real patients. This externship is a great opportunity to develop professional relationships with local employers while gaining valuable experience.

# FREQUENTLY ASKED QUESTIONS

## **Q: What does a medical assistant do?**

**A:** Medical assistants are trained in direct patient care tasks, such as phlebotomy, vitals, injections, and more. They are also trained in administrative tasks, including managing electronic health records, insurance processing, software usage, and others.

## **Q: How to get a medical assistant certification?**

**A:** As a student in the East Ohio College Clinical Medical Assistant program, you will prepare to sit for the NHA Certified Clinical Medical Assistant certification\* exam as part of your curriculum.

## **Q: How long is a medical assistant program?**

**A:** The Clinical Medical Assistant training program at East Ohio College is 18-months, allowing students to complete their training and begin their medical assisting careers in two years or less.

**Do you have more questions?**

**[Click here to contact an admissions team member!](#)**

*\*Certification is contingent upon passing the corresponding industry certification exam.*



# WHY CHOOSE EAST OHIO?

**Our goal at East Ohio College is to provide each student with a high-quality education, hands-on training, and valuable real-world experience to allow them to be successful in their new healthcare career.**

**Check out what these East Ohio students and graduates have to say about their educational experience!**

**"The medical assistant program is so much fun! The classes are small settings which is good if you struggle with being in large classes."**

-Allyson, East Ohio College Student

**"Love the environment, everyone is very helpful and supportive. I also enjoy how fast the program is and fits in my schedule."**

-Alexis, East Ohio College Student

**"The online courses are made very easy to navigate and communicate with teachers!"**

-Cristina, East Ohio College Graduate

# START YOUR JOURNEY AT EAST OHIO COLLEGE!

East Ohio College is here to help you begin your journey to a new career in the healthcare field!

The training, knowledge, and support students will receive from East Ohio prepare them to be successful in the medical assisting career field where they will be valued members of the healthcare team and make a difference in their patients' experiences.



Are you ready to begin your educational journey at East Ohio College as a medical assisting student? Our admissions team is here to help you begin the enrollment process. Take the first step to request information by scanning the QR code!

*Certifying entities are independent and not affiliated with or connected to East Ohio College in any manner.*