Choose a career with options.

**Medical Assisting**

Finding employment in healthcare can be difficult if you don’t have training or experience. Leeward CC now offers a Medical Assisting Program designed to get you started, and features preparation/testing fees for multiple credentials to give you a well-rounded skillset. Our standards are aligned with national certifications and our evening/weekend schedule is made to accommodate those who may be working or going to school during the day.

As a Medical Assistant you may pursue a rewarding career in a number of settings, including: family and internal medicine clinics, hospitals, pain centers, and a variety of specialty areas.

**New Class Coming Soon**
**Get started by contacting our Coordinator**

If you are interested in registering for this class, contact Coordinator, Glenn Mendoza, or visit our website (below) to schedule an interview and information session. **This is free of charge** and you will be given detailed information about the program.

mendozag@hawaii.edu or (808) 455-0477

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Leeward Community College is an EEO/AA institution.

ocewd.org/MedicalAssisting
Our 12-month program is broken up into modules. Each module focuses on specific skills for each certification. See below for a breakdown of each certification and related jobs.

**CERTIFICATIONS**
- Certified Medical Reimbursement Specialist
  - RELATED JOBS: Claims Management, Medical Billing

**CERTIFICATIONS**
- Basic Life Support - Heart Code
  - Heartsaver First Aid,
  - Certified EKG Technician
  - RELATED JOBS: Patient Access Representative,
    Patient Access Supervisor,
    Patient Registration Clerk,
    Patient Services Representative,
    Patient Registrar, Patient Services Specialist, Patient Access Specialist,
    EKG Technician

**CERTIFICATIONS**
- Registered Medical Assistant
  - RELATED JOBS: Medical Assistant

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**Medical Assisting FAQs**

**What does a Medical Assistant do?** Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice.

**What kind of work environment?** Most medical assistants work in physicians’ offices, hospitals, outpatient clinics, and other healthcare facilities.

**How do I become a Medical Assistant?** Most medical assistants have postsecondary education such as a certificate. Others enter the occupation with a high school diploma and learn through on-the-job training.

**What is the pay?** The median annual wage for medical assistants was $32,480* in May 2017.

**What is the job outlook?** Employment of medical assistants is projected to grow 29 percent from 2016 to 2026, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

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*Outlook and salary per Bureau of Labor Statistics - https://www.bls.gov/ooh/healthcare/home.htm*