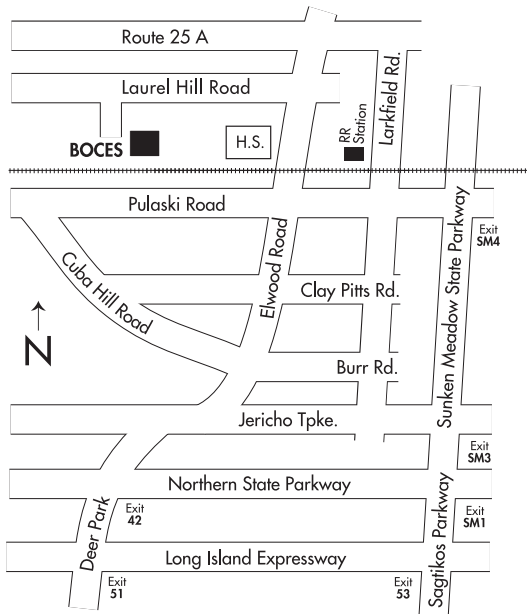


Faculty

Moira Maloney, CMA
Instructor

Here we are:

Medical Assisting/Laboratory Assisting Program
Western Suffolk BOCES
152 Laurel Hill Road
Northport, NY 11768
(631) 261-3721



Medical Assisting/
Laboratory Assisting



a Western Suffolk BOCES program

152 Laurel Hill Road
Northport, N.Y. 11768

631/261-3721

Dr. Michael J. Mensch
Chief Operating Officer
Kenneth R. Burr
Executive Director, Career & Technical Education
Debra Montaruli
Principal, Adult Career & Technical Education
Kathleen Baker
Administrator, Health Careers



Western Suffolk BOCES has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102

Mission Statement

Western Suffolk BOCES, a regional educational service agency, will provide quality, efficient, shared programs and services to school districts, their students, parents and communities. Our mission is to expand educational opportunities and alternatives thereby enabling learners to achieve their potential.

Western Suffolk BOCES Non-Discrimination Notice

The Board of Cooperative Educational Services of Western Suffolk County, New York does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, color, sex, sexual orientation, veteran status, disability or handicap in the educational programs or activities it operates. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits; counseling services to students; student access to course offerings; lawful political activities; educational programs and other activities; and the business activities of the Board. The coordinator of activities relating to compliance with Title IX and Section 504 of the Rehabilitation Act of 1973 (as amended) is Dr. Michael J. Mensch who may be contacted at: 507 Deer Park Road, PO Box 8007, Huntington Station, New York 11746-9007 or 631/549-4900, x222.

Western Suffolk BOCES is accredited by the Commission of the Council on Occupational Education. They may be contacted at: 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, (800) 917-2081, www.council.org

Join the
expanding
field of
**Medical
Assisting**



a Western Suffolk BOCES program

631/261-3721

www.wsbores.org/fulltimelicensing



Interested in a fast-paced and rewarding career where your skills will be in demand at many health facilities? Western Suffolk BOCES Medical Assisting/Laboratory Assisting program offers this 400-hour program for you to become a Medical Assistant.

You can train for an exciting career in Medical Assisting in just 5 months. Classes begin each year in February and September.

Call 631/667-6000, x327 today to find out about how you can enroll.

What is a Medical Assistant?

A Medical Assistant is a multi-skilled professional who works with patients and medical staff for the ultimate goal of quality patient care.

Employment Opportunities

Medical Assistants are employed in physician offices, specialty practices, laboratories, urgent care centers, hospitals and numerous other related medical facilities.

BOCES offers lifetime job placement services to assist graduates in obtaining employment.

Other Services Available

- Student admissions and counseling through the Career Center
- Child care facility is open to eligible students

Admission Requirements

To be admitted to the Medical Assistant/Lab Assisting program, a student must first earn a successful score on the TABE (Test of Basic Adult Education). In addition the applicant must also meet one of the following criteria:

- a. proof of a U.S. high school diploma or GED
- b. if from a war torn country, a self-certifying letter
- c. an authorized evaluation of credentials if credentials are from another country
- d. an acceptable score on an Ability to Benefit Test approved by the U.S. Department of Education
- e. an acceptable score on TABE (Test of Adult Basic Education)

After individual counseling and review of the student's ability to succeed, a counselor may recommend a period of remediation before entry into the program. Call 631/667-6000, x327 for a pre-admission interview.

Financial Information

Tuition: \$4,849 (subject to change July 1). Additional costs include: a physical exam, uniforms and certification examination fee.

Program Hours

Classroom: 9 AM-2 PM

Clinical: Hours vary depending on the facility.

Promotion Policy

The student must achieve a grade of 80% or better in each course and a "pass" grade (80%) in clinical to be allowed to continue in the program. Attendance is critical; students must meet attendance requirements

Internship

These excellent clinical facilities serve as internship sites for our students:

- Carfora Family Practice
- Centerport Family Medicine
- Comprehensive Pain Care of Long Island
- Dix Hills Medical Associates
- Dr. Ronit Adler, Babylon

- Dr. Patrick Burns, Centerport
- Dr. D. Gleit-Caduri
- Doctors of Northport
- Dolan Family Health Center
- Great South Bay Medical
- Health Line of Commack
- Huntington Medical Group
- Long Island Medical Care
- Medicenter-Huntington & Northport
- Mediplus
- North Shore Medical Group
- South Bay Cardiovascular Group
- Veterans Administration Medical Center

Curriculum

- Introduction to Health Care
- Infection Control
- Life Sciences
- Administrative Office Techniques
- Clinical Assisting
- Medical Laboratory Skills
- Vocational Adjustments
- Clinical Internship

Certification

Upon successful completion of the program, a student will be awarded a certificate and be eligible to apply to the National Center for Competency Testing to take the National Certifying Examinations provided all the eligibility requirements are met.

