

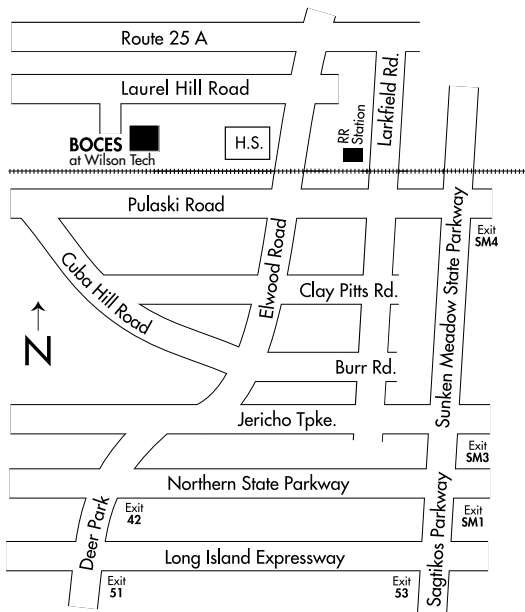
## Faculty

Joann Howell, BS, CMA  
Instructor

## Here we are:

### Medical Assisting Program

Western Suffolk BOCES  
located at Wilson Tech's Northport campus  
152 Laurel Hill Road  
Northport, NY 11768  
(631) 261-3721



# Medical Assisting



a Western Suffolk BOCES program  
located at Wilson Tech's Northport campus

152 Laurel Hill Road  
Northport, NY 11768

**(631) 261-3721**

Michael Flynn, *Chief Operating Officer*

Nancy Kelsey, *Executive Director, Career & Technical Education*

Rosemary Nagler, *Assistant Principal*

#### Accreditation

Western Suffolk BOCES is accredited by the Commission of the Council on Occupational Education. They may be contacted at [www.council.org](http://www.council.org), 7840 Roswell Rd., Bldg 300 Suite 325, Atlanta, GA 30350, (800) 917-2081.



#### Mission Statement

Western Suffolk BOCES provides career training and literacy programs to help adults meet their career goals by developing skills essential for gainful employment, job advancement and new career opportunities.

#### 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, national origin, marital status, race, color, gender, sexual orientation, veteran status, weight, disability or handicap in the educational programs or activities it operates and provides equal access to the Boy Scouts and other designated youth groups. 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. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the BOCES Compliance Officer, Paula Klingelhofer, who may be contacted at 507 Deer Park Road; PO Box 8007; Huntington Station, NY 11746-9007 or 631-549-4900, x204 or email [pklingel@wsboces.org](mailto:pklingel@wsboces.org). Or, inquiries may be made by contacting the Office for Civil Rights at NY Office for Civil Rights, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500 or call 646-428-3900, or fax 646-428-3843, or TDD 800-877-8339, or email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov) or file form at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

# Join the expanding field of **Medical Assisting**



a Western Suffolk BOCES program

**(631) 261-3721**  
[www.wsboces.org/ma](http://www.wsboces.org/ma)



Interested in a fast-paced and rewarding career where your skills will be in demand at many health care facilities? In this 400-hour program at Western Suffolk BOCES, you can prepare to become a medical assistant in just four months! This BOCES program is held at Wilson Tech's Northport campus.

### What is a Medical Assistant?

A medical assistant is a multi-skilled health care provider who works with patients and medical staff for the ultimate goal of quality patient care. Duties include running the front office, receptionist functions, bookkeeping, and electronic medical records. Assist the physician with examinations, treatments and minor surgery as well as perform EKG's, simple laboratory procedures and blood drawing.

### Certification

Upon successful completion of the program, a student will be awarded a certificate and be eligible to apply to National Center for Competency Testing (NCCT) to take the national certifying examinations for Medical Assisting and Phlebotomy, provided all the eligibility requirements are met.

### Employment Opportunities

Medical assistants are employed in physician offices, specialty practices, laboratories, urgent care centers, hospitals and other medical-related facilities. BOCES offers lifetime job placement services at Wilson Tech to help graduates find jobs upon graduation and even years later.

Medical assistants can advance their careers through BOCES' Schools of Practical Nursing, Surgical Technology, and Diagnostic Medical Sonography as well as its Nurse Assisting program.

### Admission Requirements

1. Satisfactory score on Test of Adult Basic Education (TABE).
2. High School diploma or equivalent is required to sit for certification exams.
3. Basic computer skills.
4. Physical exam.
5. Good physical and mental health.
6. Have the ability to clearly communicate verbally to patient.
7. Have the ability to clearly hear the patient/doctor from a minimum of 10 feet away.
8. Personal interview. 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: \$6,180 (subject to change July 1). Additional costs include: textbooks ([www.wilsontech.org/bookstore](http://www.wilsontech.org/bookstore)), physical examination, uniform and certification examination fee.

### Program Hours

New classes usually begin each year in September and February.

**Classroom:** 9 AM–2 PM, M–F

**Clinical:** Daytime clinical experience provided in local medical offices and clinics. Hours vary depending on the facility.

### Promotion Policy

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

### Curriculum

Introduction to Health Care • Infection Control  
Life Sciences • Administrative Office Techniques  
Clinical Assisting • Medical Laboratory Skills  
Employment & Beyond • Clinical Internship  
Hematology • Urinalysis • Phlebotomy • Basic Blood Banking.

### Internship

Advanced Urology Centers of NY  
Bellmore Pediatrics  
Centerport Family Medicine  
Dix Hills Medical Associates  
Dolan Family Health Center  
Huntington Medical Group  
Island Medicine  
Medicenter–Huntington, Northport & Massapequa  
North Shore Medical Group  
Nu Image Medical Associates  
South Shore Medical Associates  
STAT Health–Bayshore, Plainview, Port Jefferson, Ronkonkoma, Sayville, Smithtown

### Other BOCES Services

- Student counseling through the Career Center.
- Classes are available to help students prepare for the TASC, high school equivalency examination (formerly GED®) or earn your high school diploma.

### Satisfactory Academic Progress

To earn a certificate of completion, BOCES has established criteria for both attendance and academic progress that students must meet at [www.wsboces.org/ma-sap](http://www.wsboces.org/ma-sap).