

# Allied Health Program



**Middle Tree**

Educate Everyone!

## Medical Assistant - Back Office Program

Learn more at [middletree.org/allied-health-programs/](https://middletree.org/allied-health-programs/)

# Program Overview

Program Length

**24 Weeks**

Program Courses

**Blended**

Program Fee

**\$1,500**

The Medical Assistant – Back Office Program trains students to support the clinical side of patient care in a healthcare setting. Students who complete this program will help create a positive patient experience while confidently performing basic medical procedures.

**Upon completion, you'll gain the hands-on skills and clinical knowledge needed to succeed in a back-office medical role.**

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## What Will You Do?

Start a fulfilling career where you help patients prepare for treatment, take vital signs, and provide a reassuring, supportive experience every step of the way. You will:

- Greet and prepare patients
- Support admin procedures
- Take vital signs
- Record medical histories
- Support medical procedures
- Manage specimens for testing



# Program Curriculum

## **MAC1: Fundamentals of Clinical Medical Assisting**

Overview of the medical assistant's role in healthcare, including legal principles and medical ethics. Anatomy & Physiology and Medical Terminology are key components of this course.

## **MAC2: Clinical Communication & Safety**

Covers effective clinical communication, infection control basics, and personal safety practices. Anatomy & Physiology and Medical Terminology are key components of this course.

## **MAC3: Infection Control**

Focuses on infection control, patient screenings, vital signs, and body measurements.

## **MAC4: General and Medical Specialty Assisting**

Includes eye and ear procedures, pediatric procedures, and cardiac and respiratory procedures.

## **MAC5: Minor Surgical Assisting**

Hands-on training in assisting with minor surgeries and mastering related tasks and techniques.

## **MAC6: Laboratory Regulation and Procedures**

Covers urine collection, analysis, and basic diagnostic lab tasks.

Continued →



# Program Curriculum

## **MAC7: Phlebotomy**

Covers phlebotomy techniques and diagnostic testing procedures.

## **MAC8: Pharmacology**

Covers essential pharmacology and diagnostic testing related to major body systems.

## **MAC9: Nutrition**

Focuses on patient education, nutritional support, and managing in-practice medical emergencies within a Medical Assistant's scope.

## **MAC10: Administrative**

Develop the administrative skills needed to support patient care in a clinical setting. Learn best practices for managing records, scheduling, communication, and maintaining smooth office operations in compliance with healthcare regulations.

## **MAC11: CCMA Study Guide**

Prepare for the Certified Clinical Medical Assistant (CCMA) exam with targeted review materials. This module covers essential clinical and administrative concepts, exam tips, and practice strategies to boost your confidence.

## **MAC12: CCMA Practice Assessments**

Test your knowledge with realistic CCMA practice assessments. Get immediate feedback to identify strengths and focus your study efforts on areas needing improvement before the certification exam.

# Meet Our Program Director



**Kyle Smith** brings over 20 years of experience in healthcare education and program leadership. A former U.S. Navy Corpsman, Kyle has built a distinguished career in post-secondary education, serving as Program Director and Department Chair at multiple institutions. He has led initiatives in curriculum development, faculty oversight, and student support for Allied Health and Medical Assisting programs—consistently driving improvements in student success and job placement outcomes.

Kyle holds an MBA with honors from Westwood College and a Bachelor's degree in Health Science from California State University, Long Beach. He has been a nationally registered Medical Assistant for more than 25 years. His areas of expertise include instructional leadership, behavior intervention strategies, and medical assisting education.



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**Let's Succeed Together.**

Learn more about our adult education programs at [middletree.org/allied-health-programs/](http://middletree.org/allied-health-programs/) or give us a call at (866)-212-0210.