

Withlacoochee Technical College

2022-2023

Medical Assisting

In this program you will learn:

- Performing administrative duties
- Clinical assisting
- Preparing patients for examinations
- EKG aide
- Medical office procedures
- Maintaining medical records, billing and coding
- Taking and recording vital signs and medical histories
- Phlebotomy and administering medications
- Laboratory procedures

Industry Certifications:

Certified Clinical Medical Assistant (CCMA); Certified EKG Technician (CET); Phlebotomy Technician (CPT)

Requirements:

Admissions

- Complete a WTC application & pay application fee
- Take basic skills test
- Apply for financial aid, if eligible
- Meet with a counselor/career advisor
- Pay non-refundable registration fee

Certificate

- A student must pass all required courses in the program with a 78% or better average per course
- Students may only miss a total of 68 hours for the entire program
- No more than 2 clinical days can be missed
- Satisfy all financial obligations before he or she is eligible to receive a certificate of completion for the program, including returning textbooks for high school students

If you have a disability and require accommodations, please contact Student Services. Most programs are approved for Veterans Educational Benefits. Financial aid may be available for those who qualify.

Statewide Annual Wages Based on Florida Department of Economic Opportunity

Entry	\$28,538
Experienced	\$38,958

Employment Opportunities:

Register at [EmployFlorida.com](https://www.employflorida.com)

[ONET Online](https://www.onetonline.org) has descriptions of occupations for use by job seekers and students.

WTC MISSION STATEMENT: To provide the highest quality academic and technical education for current and emerging careers in a competitive workforce.

WTC VISION STATEMENT: To be a nationally recognized technical college of choice providing innovative high-tech education to advance the future of our community.

Campus Location:

1201 W. Main Street, Inverness, Florida 34450

Phone Number: (352) 726-2430

Visit our [website](http://www.wtcollege.org) at www.wtcollege.org

