

Educational Programs

Medical Assisting (MA) Diploma

Do you have a **CARING** presence and a deep desire to help others?

Medical Assistants provide care and comfort to people with healthcare needs, and fulfill job responsibilities ranging from clinical to administrative tasks.

OIAH's Medical Assisting diploma program is comprehensive and offers a unique blending of traditional courses with holistic modalities. This unique program has a holistic focus, including a survey course in holistic/complementary therapies. Students learn about complementary applications such as the therapeutic effects of herbal remedies, uses of complementary modalities and energy work.

The OIAH MA program teaches the student a variety of front- and back-office skills, including: computer and communication skills, appointment setting and telephone skills, and medical office software, as well as vital sign monitoring, minor office surgery and other medical offices duties. This comprehensive program includes training in Billing and Coding, EKG and Phlebotomy, and allows the student to gain valuable hands-on experience by performing an externship at a local medical facility.

Upon successful program completion, graduates eligible for work in the following areas:

- Entry-level Medical Assistant
- Clinical Assistant
- EKG Technician
- Billing and Coding
- Phlebotomy Technician
- Administrative Assistant
- Medical Receptionist

