



WANT TO LAUNCH A CAREER AS A **MEDICAL ASSISTANT?**

Take a look at what American National University has to offer in our
Administrative Medical Assisting and Medical Assisting programs!



AMERICAN
NATIONAL
UNIVERSITY

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Salem, VA 24153
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IS THE HEALTHCARE FIELD YOUR PASSION?

If healthcare is your passion, you can find a career path that works for you with American National University. At ANU, courses in administrative medical assisting (non-clinical) and medical assisting (clinical) are available at the certificate and associate's degree level.

With administrative, students are prepared with relevant organizational knowledge and skills – for those who cannot stomach the sight of blood. With medical assisting, on the other hand, students are prepared with knowledge to help them fulfill on-the-floor tasks, such as completing a venipuncture. Whichever program is best suited to you, graduates are assured to be prepared for their future careers.



**2 MEDICAL ASSISTING PATHS
FOR YOU TO CHOOSE FROM**

ADMINISTRATIVE MEDICAL ASSISTING

CERTIFICATE & ASSOCIATE'S PROGRAMS AT ANU

CLINICAL MEDICAL ASSISTING

CERTIFICATE* & ASSOCIATE'S PROGRAMS AT ANU

100% ONLINE



VS



*Certificate in Medical Assisting requires on-campus classes.

**CONTINUE ON TO LEARN MORE ABOUT
OUR MEDICAL ASSISTING PROGRAMS.**

CERTIFICATE IN **ADMINISTRATIVE** **MEDICAL ASSISTING**

The **administrative medical assisting** certificate program is comprised of practical and comprehensive coursework that prepares students for their future careers with an in-depth knowledge of the administrative facets of the role. Students are thus equipped to make a change in the lives of others from the get-go, capable of handling the demands of an entry-level role.

Graduates of the program are eligible to sit for the National Certified Medical Office Assistant (NCMOA) exam administered through the National Center for Competency Testing (NCCT).

NON-CLINICAL

Certificate Program Requirements

PROGRAM CORE | REQUIRED (48 CREDIT HOURS)

- Basic Anatomy and Physiology I
- Basic Anatomy and Physiology II
- Medical Office Procedures
- Medical Office Finance
- The Microsoft Office
- Electronic Health Records
- Medical Terminology
- Health Care Law & Ethics
- Medical Office Management
- Communication for the Healthcare Professional
- Health Insurance Billing and Coding
- Administrative Medical Assisting Exam Success Class



CERTIFICATE IN MEDICAL ASSISTING

The **medical assisting** certificate program provides graduates with clinical skills to prepare competent entry-level medical assistants. The practical and comprehensive coursework includes anatomy, physiology, pharmacology, administering injections, performing EKGs, and venipuncture. Students must participate in an externship placement that will further provide practical work experience in the field.

Graduates of the program are eligible to take the Registered Medical Assistant (RMA) exam, administered by the American Medical Technologists (AMT) or Certified Medical Assistant (CMA) exam, administered by American Association of Medical Assistants (AAMA).

CLINICAL

Certificate Program Requirements

PROGRAM CORE | REQUIRED (48 CREDIT HOURS)

- Basic Anatomy and Physiology I
- Basic Anatomy and Physiology II
- Medical Office Procedures
- Medical Office Finance
- Diseases of the Human Body
- Pharmacology I for the Medical Assistant
- Pharmacology II for the Medical Assistant
- Clinical Medical Assisting
- Invasive Clinical Procedures
- Non-Invasive Clinical Procedures
- Medical Assisting Externship
- Medical Assisting Exam Success Class



**TURN THE PAGE TO READ ABOUT
OUR ASSOCIATES PROGRAMS.**

ASSOCIATE'S DEGREE IN ADMINISTRATIVE MEDICAL ASSISTING

American National University's Associate of Science degree program in Administrative Medical Assisting will prepare you for positions requiring more extensive knowledge and office management skills in the fast-growing medical field.

At ANU you will learn effective communication with patients and other care givers, health care law and ethics, operational office functions, health care administration, pathology and body systems, and professionalism and teamwork.

This degree will prepare graduates to function in a health care setting. The goal of the program is to prepare competent administrative medical assistants in the knowledge, skills, and behavior learning domains. In addition to the principal course of study, students in the program will receive a background in computers.

Move from the Administrative Medical Assisting associate's degree to the Medical Health Service Management bachelor's degree, to the MBA in Healthcare Management.

PROGRAM CORE REQUIREMENTS

Medical Office Procedures*

Medical Office Finance*

Communication for the Healthcare Professional*

- Supervision
- Business Communications
- The Microsoft Office
- Electronic Health Records
- Medical Terminology
- Health Care Law & Ethics
- Medical Office Management
- Health Insurance Billing and Coding
- Administrative Medical Assisting Exam Success Class

*Non-clinical and clinical share common courses as noted.



**DIVE DEEPER INTO THE COURSE REQUIREMENTS
FOR CERTIFICATE & ASSOCIATE'S PROGRAMS**

COURSES TO GUIDE YOU TO FUTURE IN ADMINISTRATIVE MEDICAL ASSISTING

Read through both Certificate & Associate's course requirement to get a taste of the work load for the Administrative MA programs.

Supervision

Be the boss you always wish you had. Learn how to inspire, empower & develop people so that they become more effective employees.

Business Communications

Communicate effectively in multiple formats as a professional in today's digital, social, & mobile world.

Basic Anatomy & Physiology I

This course dives into the human development, birth and genetics.

Basic Anatomy & Physiology II

The study of anatomy, physiology, & the medical terminology of cells, tissues, internal body systems, & more.

The Microsoft Office

Develop competence in use of the world's most popular office software suite.

Medical Office Finance

Learn basic medical office skills & how to prepare various medical forms, reports, record payments, reconciling bank statements, & more.

Medical Terminology

Become familiar with the language of medicine through a systematic approach to word building & term comprehension. Students will gain the primary skills to use medical jargon accurately when referring to body systems & pharmaceutical treatments.

Health Care Law & Ethics

Medical assistants dedicate their livelihoods to caretaking the health & well-being of others.

Medical Office Procedures

An intro to medical office management and vocabulary used in this setting. Learn how to effectively plan recurring meetings, implement office policies, and master time management skills for a smooth-running office-setting.

Electronic Health Records (EHR)

An introduction to the basic concepts of medical charting applied to one of the most revolutionary concepts in health care delivery today, Electronic Health Records.

Medical Office Management

An intro to medical office management & vocabulary used in this setting.

Communication for the Healthcare Professional

Learn how to effectively communicate orally & through writing within the interdisciplinary, multicultural, & multigenerational healthcare environment.

Health Insurance Bill & Coding

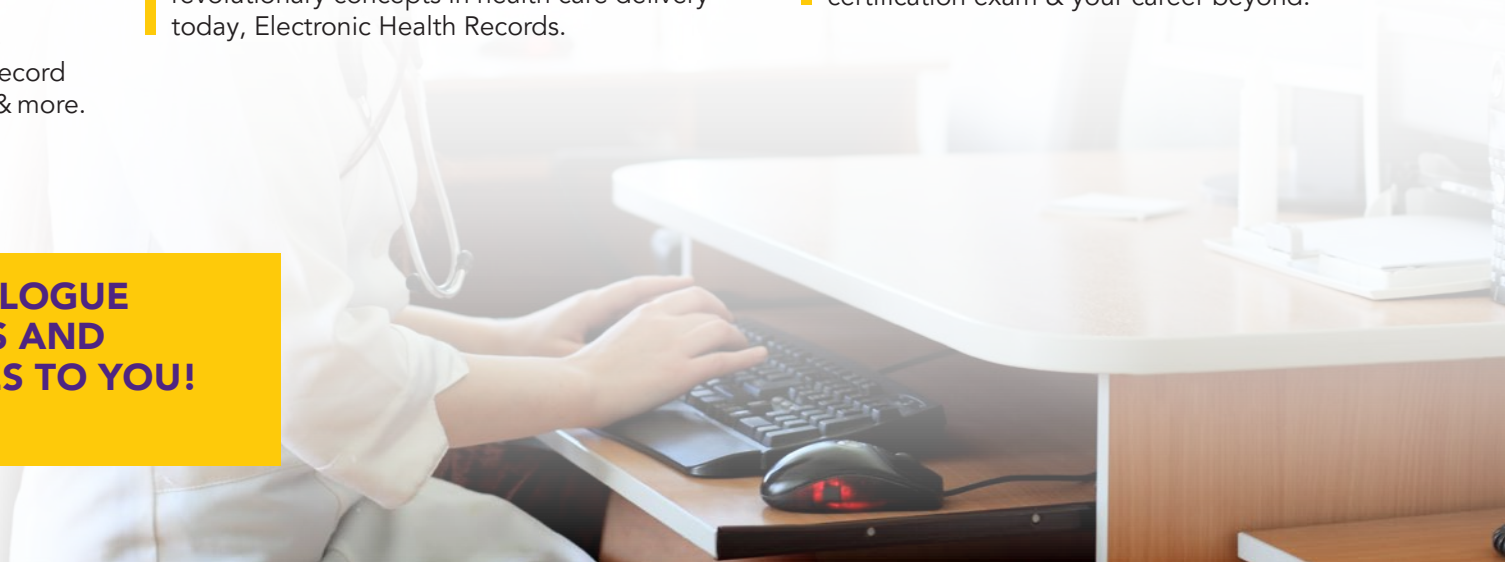
Learn how major insurance programs & federal health care legislation play into the role of a MA to process medical insurance claims.

Administrative Medical Assisting Exam Success Class

Through review and application of the entirety of the Administrative Medical Assisting program, this course prepares you for success on the Certified Medical Office Assistant (CMOA) certification exam & your career beyond.

**VISIT OUR STUDENT CATALOGUE
FOR MORE DESCRIPTIONS AND
OTHER INFO THAT APPLIES TO YOU!**

an.edu/student-catalogs/



ASSOCIATE'S DEGREE IN MEDICAL ASSISTING

YES, CLINICAL 100% ONLINE!

A **Medical Assistant is vital in the day-to-day work of most health care facilities**, performing both hands-on patient care as well as administrative functions - the best of both worlds.

As a student in the Medical Assisting associate's degree program at American National University, you will participate in **100% online clinical laboratory classes**, applying the knowledge learned in the virtual classroom and **building real-world skills** today's employers are looking for.

You will also participate in an **externship** in your local physician's office or clinic, which offers opportunities to apply learned skills and competencies in a **dynamic and fast-paced environment**.

PROGRAM CORE REQUIREMENTS

Medical Office Procedures*

Medical Office Finance*

Communication for the Healthcare Professional*

- Diseases of the Human Body
- Dosage and Calculations of Medications
- Health Care Law and Ethics
- Pharmacology I for the Medical Assistant
- Pharmacology II for the Medical Assistant
- Clinical Medical Assisting
- Invasive Clinical Procedures
- Non-Invasive Clinical Procedures
- Medical Assisting Exam Success Class
- Medical Assisting Externship

*Non-clinical and clinical share common courses as noted.

Characterized by a high degree of **hands-on learning**, this program qualifies students to sit for the **RMA** (Registered Medical Assistant) exam, administered by the American Medical Technologists (AMT) – a widely respected credential in the field.

From the Medical Assisting Associate's degree, our **stackable programs** allow you to continue in our Medical & Health Services Management bachelor program, and even our MBA with Healthcare Management specialty.

We help you to grow your career opportunities by assisting you in **achieving your educational goals - at whichever level works best for you**.



**DIVE DEEPER INTO THE COURSE REQUIREMENTS
FOR CERTIFICATE & ASSOCIATE'S PROGRAMS**

COURSES TO GUIDE YOU TO FUTURE IN MEDICAL ASSISTING

Read through both Certificate & Associate's course requirements to get a taste of the work load for the Medical Assisting programs.

Basic Anatomy & Physiology I

This course dives into the human development, birth and genetics.

Basic Anatomy & Physiology II

The study of anatomy, physiology, & the medical terminology of cells, tissues, internal body systems, & more.

Diseases of the Human Body

Learn about infectious diseases and the effects they have on tissues, organs, and body systems.

Dosage & Calculations of Medications

The core of the course involves the basis for proper calculation for medication dosages.

Medical Office Finance

Learn basic medical office skills & how to prepare various medical forms, reports, record payments, reconciling bank statements, & more.

Communication for the Healthcare Professional

Learn how to effectively communicate orally & through writing within the interdisciplinary, multicultural, & multigenerational healthcare environment.

Medical Office Procedures

An intro to medical office management and vocabulary used in this setting. Learn how to effectively plan recurring meetings, implement office policies, and master time management skills for a smooth-running office-setting.

Pharmacology I for the Medical Assistant I

This course examines the basic principles of pharmacology.

Pharmacology I for the Medical Assistant II

This examines the major drug classes in relation to the treatment of diseases.

Non-Invasive Clinical Procedures

Learn OSHA compliance with blood-born (& airborne) pathogens, urinalysis procedures, basic microbiological principles & procedures, & more!

Invasive Clinical Procedures

Learn skills such as how to obtain & run tests on specimens, administer medications, differentiate between normal & abnormal test results, & perform venipuncture & capillary puncture.

Health Care Law & Ethics

Medical assistants dedicate their livelihoods to caretaking the health & well-being of others.

Clinical Medical Assisting

Learn entry-level clinical skills, such as assisting with specialty examinations, assisting with minor surgery, & patient education.

Medical Assisting Exam Success Class

Through review & application of the entirety of the MA program, this course prepares you for success on the Registered Medical Assistant (RMA) exam & your career beyond.

Medical Assisting Externship

An externship experience, where the career development gained through this class in the final term of the Medical Assisting program prepares students for greatness in their industry.

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"It was the perfect fit for me"

Read how Kala Day reached her goals through ANU's Medical Assisting program.

While she had always wanted to return to college someday, stay-at-home mom Kala Day decided to go back a little earlier than she had planned when her husband lost his job. **She needed new skills fast, so she could enter the workforce. "It's hard to find a job without experience."**

Since her husband is active in the Army Reserve, she was looking for a college that was military friendly. "That's one thing I love about [ANU]; they are so military oriented."

"...they are so military oriented."

Kala enrolled in the phlebotomy & ECG technician diploma program through the Princeton Campus; her experience in this program helped her realize how much she enjoyed working in the medical field.

Shortly after she graduated and became a certified phlebotomist, she decided to re-enroll in the medical assisting associate

degree program, so she could have more options for employment.

"I want to be established [in my career]," Kala explains.

"...the classes go really in depth"

After receiving her associate's degree and completing her externship, Kala felt fully prepared for her Registered Medical Assistant exam, which she passed. Armed with this key industry certification, **she obtained employment with Southern Highlands Mental Health Center in Princeton.**

In keeping with her goal of pursuing a medical career, Kala is taking full advantage of ANU's progressive learning format.

After earning her diploma and associate's degree and entering the workforce, **she has continued her education directly into the medical and health services**

management bachelor's degree program.

"I like it...the classes go really in depth," Kala says of her new program. While a 100% distance education program presented a new challenge, ANU's Global Learn system with ZOOM videoconferencing classes and Canvas learning management system made it possible.

Kala was fully ready for her RMA exam.

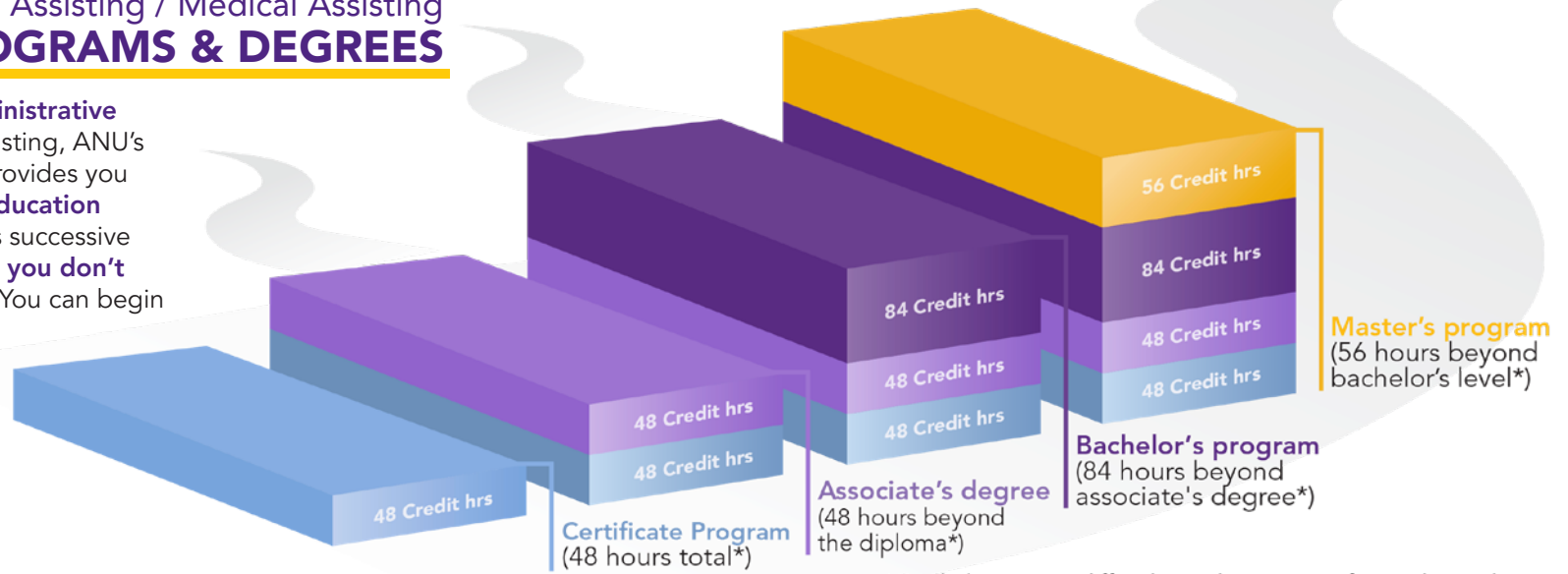
"Canvas is a really good set up that lays everything out real well so it is easy to keep up with," Kala notes.

Kala enjoys the challenges of her job each day, where she triages patients for four to five different providers at her facility each day. Her duties involve getting the patients' vitals, documenting their histories, and performing drug screenings when necessary.

"I love it," she says. "It was the perfect fit for me."

Administrative Medical Assisting / Medical Assisting **STACKABLE PROGRAMS & DEGREES**

Whether you choose the **administrative or clinical** path in medical assisting, ANU's progressive learning format provides you with **a path to further your education** throughout your career. ANU's successive degree levels are designed so **you don't have to start at the bottom**. You can begin your journey with **any of our undergraduate programs, transfer credits from another institution** to get a head start on your journey.



5 REASONS TO INVEST IN YOUR FUTURE WITH ANU:



Career Professionals as Instructors

You will learn from instructors with real-world field experience who will guide and mentor you.



Convenience and Flexibility

Day, evening, and even weekend classes give flexibility to work and earn your degree.



We Bring Our University to You

Distance education and hybrid programs allow you to be live, in class, from anywhere.



Career Services

Our team will help you before graduation to gain the necessary skills to search for career opportunities.



Alumni benefits

As an alumnus you will have access to our career services and refresher courses available throughout your career.

Military Friendly

At American National University (ANU), we recognize what U.S. military men and women do for our country. We are committed to helping our military students, honorably discharged veterans, their spouses and their families develop the skills and knowledge needed to pursue opportunities in the fastest-growing career fields: business, health care, and computer technology.

Military/Veteran features and benefits:

- A military-friendly university prepared to help you achieve your education and career goals.
- American National University is approved to offer GI Bill®* educational benefits by the Virginia State Approving Agency.
- Military Training & Education — Earn credit for your military schools and experience, or test out of courses.
- Transfer Credits — If you have already begun your studies elsewhere, or if you hold a diploma or degree from another college or university, you will find that ANU makes transferring credits simple so that you can get a head start on your career program.
- Exclusive Military Grants — Our Blue Ribbon Grant awards up to \$18,000 in additional financial support to qualified current former military, Guard/ Reserve, and dependents.

* GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

ANU President Frank Longaker
Captain, Special Forces, Vietnam
U.S. Army, 1967-1970



"We've helped thousands of veterans, spouses, and dependents achieve their educational goals. I invite you to discover what we can do for you."