

Medical Assistant Apprenticeship



Health Center Association
OF NEBRASKA

What is a Medical Assistant (MA)?

Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics running smoothly.

Administrative duties:

They answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping.

Clinical Duties:

Includes taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.

(Source: [American Association of Medical Assistants](#))

Why an Apprenticeship?

Apprenticeships work-based programs that allow you to earn new qualifications and skills without the need to return to school full-time. The MA Apprenticeship combines on-the-job learning with a preceptor with online self-paced modules to help you quickly achieve your MA certification. Because this is an apprenticeship, you will be able to complete the skills portion of the training while you are at your job and earning your normal pay. As a Department of Labor requirement, you are **guaranteed** a pay raise following completion of program and passing of CCMA exam.

Who is this program for?

- Healthcare employees looking to gain a new qualification
- High school and community college students looking for a non-traditional entry into a healthcare career
- Community members looking for a career change

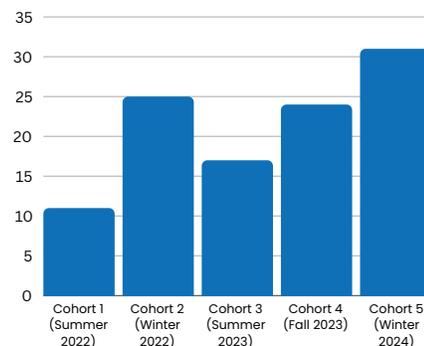
What to expect:

- 1:1 preceptorship
- On-the-job skills training
- Online self-paced program
- Increased pay with certification

Interested in learning more?

Contact Rachel Heinz, HCAN's
Director of Programs, at
rh@hcanbraska.org

Program Enrollment



Cohort Begin Quarterly
**January, April,
July, October**

Apprentices Graduated
to Date:

110

(As of 9/5/24)

Pass Rate

91.6%

(2023 National Pass Rate: 79%)

How to Complete the Medical Assistant (MA) Apprenticeship Program

