

WHAT YOU NEED TO KNOW ABOUT A CAREER IN MEDICAL ASSISTING



**A COMPREHENSIVE GUIDE TO
BEGINNING A CAREER AS A
MEDICAL ASSISTANT**

HISTORY OF WVJC

West Virginia Junior College (WVJC) has been serving the residents and employers of West Virginia and the surrounding states for over 130 years. The WVJC campus in Charleston, West Virginia, was established in 1892, then expanded to Morgantown, WV, in 1922 and Bridgeport, WV, in 2002.

WVJC has been providing hands-on, career training education that meets the current needs of local employers. With current program offerings in allied health, nursing, and professional services, WVJC remains a trusted educator that develops programs to help students take advantage of growing industries.

In 2011, WVJC developed an online education delivery platform, known as WVJC Online, for several programs. WVJC Online expanded its formula for success and career preparation to West Virginia, Ohio, Pennsylvania, Virginia, Kentucky, and beyond.



CORE VALUES & PURPOSE

The core values and purpose of West Virginia Junior College are the organization's fundamental beliefs and are integrated into every aspect of the student experience. These principles define how employees interact with students, outside partners, and each other.

WVJC strives to provide students with an exceptional level of support and service by utilizing our core values and purpose of ensuring that each student has a positive academic experience.

**OUR CORE
VALUES**

••••

W **WORK ETHIC**
WE ACHIEVE SUCCESS THROUGH HARD WORK AND UNWAVERING COMMITMENT TO OUR PURPOSE.

E **EXEMPLARY**
WE DEMONSTRATE THE HIGHEST LEVEL OF INTEGRITY, ETHICAL STANDARDS, AND PROFESSIONALISM.

C **CARING**
WE SUPPORT OUR STUDENTS, COMMUNITIES, AND EACH OTHER, IN WAYS THAT LEAVE LASTING IMPRESSIONS.

A **ACCOUNTABILITY**
WE MAINTAIN RESPONSIBILITY FOR OUR VALUES AND OUTCOMES.

R **RELATIONSHIPS**
WE BUILD MEANINGFUL AND TRUSTED RELATIONSHIPS AS THE FOUNDATION OF OUR CULTURE.

E **EXCELLENCE**
WE EXECUTE GOALS WITH PASSION, PURPOSE, AND PERSEVERANCE, STRIVING FOR THE HIGHEST QUALITY RESULTS.

**OUR
PURPOSE**

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**To empower
change by
creating
opportunity**




ACCREDITATION/ LICENSING & APPROVAL

WEST VIRGINIA JUNIOR COLLEGE MORGANTOWN

ABHES – West Virginia Junior College is institutionally accredited by the Accrediting Bureau of Health Education Schools to award diplomas and associate's degrees. The Accrediting Bureau of Health Education Schools contact information is 6116 Executive Blvd, Suite 730, North Bethesda, MD 20852, Phone (301) 291-7550.

CTCS – West Virginia Junior College Bridgeport campus is authorized to offer post-secondary education programs leading to a certificate, diploma, or associate degree in the state of West Virginia in accordance with its permit issued by the West Virginia Council for Community and Technical College Education, 1018 Kanawha Boulevard, East, Suite 700, Charleston, WV 25301, (304) 558-0265 in accordance with Chapter 18B of the West Virginia State Code.



ACCREDITATION/ LICENSING & APPROVAL

WEST VIRGINIA JUNIOR COLLEGE MORGANTOWN

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WEST VIRGINIA JUNIOR COLLEGE CHARLESTON

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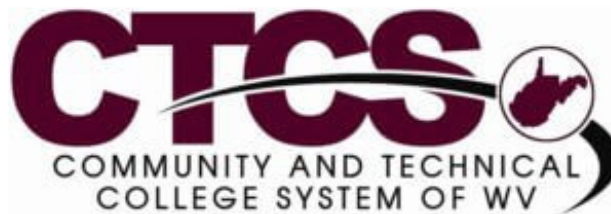
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WHAT IS A MEDICAL ASSISTANT?

Medical assistants are healthcare team members who complete various tasks that directly impact a patient's experience in a medical facility. These professionals work alongside nurses, physicians, and other medical team members.

WVJC medical assistants are trained in direct patient care and administrative tasks that help the medical facility run smoothly behind the scenes. Their versatile skillset makes them valuable to hospitals, family medicine practices, outpatient clinics, laboratories, and other facilities.

Due to the growing need for qualified medical assistants in the field, the Bureau of Labor Statistics estimates a 16% growth in the nationwide* employment of medical assistants between 2021 and 2031. While local needs may differ from national averages, pursuing a career in medical assisting can be a lucrative entry point for a career in healthcare, with the opportunity for further advancement into multiple aspects of the medical field.



THE WVJC PROCESS

WVJC takes pride in providing quality education, training, and real-world preparation to students starting new healthcare careers. Our process guides students through their educational journey using the following five steps: Learn, Practice, Apply, Earn, and Start.



This educational process allows each student to learn the fundamental knowledge they need during classroom instruction, practice their skills during hands-on lab and clinical experiences, apply their knowledge to a real-world medical environment through an externship with a local employer, be prepared to sit for and earn industry-specific NHA certifications*, and then start their new medical careers.

**Certification is contingent upon passing the corresponding industry certification exam.*

18-MONTH DEGREE PROGRAM

WVJC's Clinical Medical Assistant degree program prepares students to enter a healthcare career in two years or less. This training option is offered in various education models, including campus-based training at the WVJC Bridgeport and WVJC Charleston campuses or online courses with hands-on weekend clinical experiences through the WVJC Online campus.

Students who complete this program will be equipped with both direct-patient care and administrative skills needed to work in the front and back office of a medical facility.

In addition to gaining fundamental knowledge through classroom instruction, students will also experience an externship with a local healthcare employer where they will gain valuable hands-on skills and build professional relationships.

EARN YOUR DEGREE IN
18 MONTHS



9-MONTH DIPLOMA PROGRAM

Students who are pursuing a career as a medical assistant and want to enter the workforce in less time have the option to complete the Medical Assisting Diploma program in only 9 months. This accelerated program equips students with the same skills and hands-on experience as the degree program; however, it is completed at a more rigorous pace to allow students to complete the program in less time. An added benefit to

completing the 9-month medical assisting training option is that students will have the opportunity to gain the skills and certifications* they need to enter the workforce, begin working and earning an income, then return to WVJC to earn their Specialized Associate Degree in Clinical Medical Assistant.



EARN YOUR DIPLOMA IN
9 MONTHS

**Certification is contingent upon passing the corresponding industry certification exam.*



12-MONTH DIPLOMA PROGRAM

Students also have the option to enroll in the 12-month Medical Assisting diploma program that allows them to complete their education and enter the workforce in less time than the 18-month degree option, while being slightly less demanding than the accelerated 9-month program. This 12-month option is available at the WVJC Charleston and Bridgeport campuses for students who enter the 9-month training program but find that they need additional time to complete it. In addition, it is also offered in an online modality through the WVJC Online campus.

Students in this program will be prepared to sit for the same National Healthcareer Association certifications* and will exit the training program with the skills necessary for a career as a medical assistant.

EARN YOUR DIPLOMA IN
12 MONTHS



**Certification is contingent upon passing the corresponding industry certification exam.*

NATIONAL HEALTHCAREER ASSOCIATION

As part of the training WVJC medical assisting students receive, they will be prepared to sit for National Healthcareer Association (NHA) certification* exams.

The NHA is a nationally recognized third-party certification agency that has been granting allied healthcare professionals certifications for over 30 years.

Earning industry-specific certifications can put graduates at an advantage in the hiring process, as passing the exam proves that the candidate has met nationally recognized competency and skill level standards.

WVJC Clinical Medical Assistant and 9-Month Medical Assisting diploma students are prepared to sit for the following NHA certification exams:



- **Certified Clinical Medical Assistant***
- **Certified EKG Technician[^]**
- **Certified Phlebotomy Technician[^]**

**Certification is contingent upon passing the corresponding industry certification exam. Required/Included in Tuition/Fees.*

[^]Certification is contingent upon passing the corresponding industry certification exam. Optional at own expense.

MEDICAL ASSISTING TO NURSING PATHWAY

The WVJC Medical Assisting to Nursing Pathway option allows students to complete the medical assisting training program to gain hands-on skills and prepare for their certification*, then graduate and begin earning an income. Then, if they choose to further their education, they can return to WVJC to attend a Nursing program.

Beginning a career as a medical assistant can be beneficial for potential nursing students because it allows them to become accustomed to working in the healthcare field and gain real-world experience before entering intensified nursing training. Additionally, graduates of a WVJC medical assisting training program are eligible for a Nursing Pathway Scholarship[^].



**Certification is contingent upon passing the corresponding industry certification exam.*

^See catalog for detailed eligibility requirements.

WHERE CAN A MEDICAL ASSISTANT WORK?

The training medical assistants receive during their education allows them to be versatile and valued members of the healthcare team and qualify them to work in an array of medical facilities, including family medicine practices, outpatient clinics, hospitals, laboratories, and more.



BENEFITS OF WVJC

At WVJC, we understand that our students lead busy lives and need to balance family, work, and school. As a WVJC student, your student experience will consist of many benefits, including the following.

Direct Admission

WVJC employs a direct admission policy, meaning students will save time and money by not taking unnecessary prerequisite courses before starting their medical assisting classes.

Accelerated Training

As a result of our direct admission and accelerated approach, students will get on the fast track to starting their new careers. With a combination of our accelerated education model, hands-on training, and externship experience, students will be prepared to sit for their National Healthcareer Association certification exam* and enter the workforce as medical assistants in two years or less.

**Certification is contingent upon passing the corresponding industry certification exam.*



BENEFITS OF WVJC

Career and Student Services

At WVJC, students can expect to have access to support services to help them achieve their academic, personal, and career goals. WVJC Alumni are also eligible for continued career management services throughout their career and can return to WVJC to attend refresher courses as their industry evolves.

Hands-On Training and Lab Experiences

WVJC students learn fundamental healthcare knowledge during lecture courses, then practice applying their skills during lab experiences facilitated by experienced instructors.

Real-World Externship

Toward the end of your WVJC program, you will complete an externship where you will apply your skills to a real-world medical environment working with real patients. This externship is a great opportunity to develop professional relationships with local employers and gain valuable experience.



FREQUENTLY ASKED QUESTIONS

Q: What does a medical assistant do?

A: Medical assistants are trained in direct patient care tasks, such as phlebotomy, vitals, injections, and more, and behind-the-scenes administrative tasks, including managing electronic health records, insurance processing, software usage, and others.

Q: How long is a medical assisting program?

A: At WVJC, students in the Clinical Medical Assistant degree program will complete their training in 18 months. A 9-month and 12-month Medical Assisting diploma option is also offered at select campuses.

Q: What is the difference between a Clinical Medical Assistant program and a Medical Assisting program?

A: Students who complete the Clinical Medical Assistant program will earn a Specialized Associate Degree, whereas students in the Medical Assisting program will be conferred a diploma.

Do you have more questions?

[Click here to contact an admissions team member!](#)



WHY CHOOSE WVJC?

At WVJC, we are committed to helping every student receive a high level of education, hands-on training, and real-world experience necessary for them to be successful in their new careers.

Check out what these students and graduates say about their journey in the Clinical Medical Assistant programs at WVJC!

"I gained my CCMA and couldn't have done it without the love and support of everyone within the school. Every single person is so supportive and encouraging."

-Kaitlynn, WVJC Morgantown Graduate

"WVJC was the best choice I ever made. I recently took my certification test for clinical medical assistant and passed. I enjoyed my externship experience as well."

-Monica, WVJC Online Graduate

"I attend WVJC's medical assisting program and I couldn't ask for a better school. Everyone is so nice and you really get the hands-on training you need for success."

-Alyssa, WVJC Charleston Student



START YOUR JOURNEY AT WVJC!

Medical assistants are valuable members of the medical team and make a difference in the lives of patients. WVJC is here to help you start on the path to achieving your goal of a new healthcare career!

The training, knowledge, and support students can expect to receive from WVJC will help set them up for a future of success in the medical assisting career field and beyond.



Are you ready to begin your educational journey with WVJC as a medical assisting student? Our admissions team is here to help you begin the enrollment process. Take the first step in requesting information by scanning the QR code!

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