

Medical Assisting

Degree Type

Certificate

Students in the Medical Assisting certificate acquire a wide range of clinical, computer, communication, and organizational skills that prepare them for a multitude of positions in various medical environments. Medical Assistants are versatile, multifaceted professionals.

Why Our Program?

Only graduates from accredited programs like ours can take the Certified Medical Assistant (CMA) exam. Because we are accredited by the CAAHEP (Commission on Accreditation of Allied Health Education Programs) and MAERB (Medical Assisting Education Review Board), this means that we must meet stringent educational requirements that are reviewed by an outside agency annually. Employers prefer our graduates because of their quality college level education and certification(s).

The Medical Assisting Certificate program is accredited by the Commission of Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Complete information can be found in the college catalog: [Accreditation](#)

Admission into the program requires that the applicant attend a Medical Assisting [virtual information session](#). See also: [Immunization Requirements](#)

IMPORTANT NOTE: COVID Vaccination Statement

Vaccination against COVID-19 is required for the Medical Assisting certificate program. Read the full statement: [COVID-19 Vaccination Statement](#).

Learn more about the program and apply at [Medical Assisting Certificate](#)

Requirements

First Semester (Spring)

Item #	Title	Credits
BST103	Medical Terminology	3
BIO105	Survey: Human Anatomy & Physiology	4
PSY101	General Psychology	3

Second Semester (Fall)

Item #	Title	Credits
BST110	Computer Applications	3
HEA134	Essential Skills for the Health Professional	1
MAC101	Fundamentals of Medical Assisting	3

Third Semester (Spring)

Item #	Title	Credits
MAC205	The Administrative Medical Assistant	3
MAC204	Medical Assisting Clinical Procedures and Clinical Practicum	7
HEA202	Essentials of Pharmacology for Allied Health Professionals	2

Medical Assisting Certificate Requirements

To remain in the Medical Assisting Certificate program, a student must:

- maintain a 75% average in each required course;
- maintain a satisfactory clinical evaluation;
- adhere to the attendance policy;
- maintain current CPR certification at the level of Healthcare provider or professional rescuer in MAC101 and MAC204.

Total Credits

29

Career Outlook

This [occupational profile](#) is provided by O*NET.

Program Outcomes

Upon completion of this certificate, entry-level Medical Assistants are able to:

- Demonstrate competence in both administrative and clinical skills.
- Apply the knowledge acquired in the program in both the administrative and clinical areas under supervision and direction of the physician.
- Practice the behaviors that reflect a professional and caring attitude.
- Display sensitivity to all patients.
- Describe the value of obtaining professional certification and continuing education.

Technical Standards

In order to be eligible for and successfully complete the Medical Assistant Certificate, certain physical and behavioral standards are required as part of the program and clinical/lab experience. These technical standards have been developed using the U.S. Department of Labor's skills and abilities for those working in a medical setting. Some cooperative work experience opportunities may have additional requirements beyond the technical standards listed here and requirements may vary by agency. Students must satisfy the program's technical standards and the individual agency requirements before a clinical assignment is approved.

These technical standards are established in accordance with the Section 504 of the federal Rehabilitation Act of 1973 and the American with Disabilities Act. All students must be able to satisfy these standards with or without a reasonable accommodation. These include:

Communication (Verbal and Non-Verbal)

- Communicate effectively either independently or with corrective devices.
- Communicate in English through reading, orally and in writing to instructors, professors, clinical staff, clients, families and all members of the health care team.
- Understand oral directions/requests from health care workers, clients, voice pages and telephone messages stated in a normal tone.

Auditory Ability

- Hear all alarms on technical and supportive equipment set at a normal volume.
- Listen and respond to distress sounds from clients.
- Accurately detect audibly blood pressure readings with a stethoscope.

Visual Ability

- See and accurately read all written medical information pertaining to the client.
- See and accurately read all readings and functions of technical equipment pertaining to client care.
- See and accurately read all calibrated containers for accurate measurement of body fluids and specimens.

Physical Strength (Gross Motor Control)

- Ability to lift 25 pounds unassisted in a safe manner, thereby protecting yourself, the client, and those in close proximity to you.
- Bend and/or lift to assist client with activities of daily living and manipulate client equipment.
- Lift to safely transfer or position all clients in various situations.
- Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
- Ability to raise arms over one's head in order to assist clients and manipulate equipment.
- Walk/stand for extended periods and distances over an 8-hour period.

Manual Dexterity (Fine Motor Movement)

- Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for client care related equipment.
- Safely and effectively perform dressing procedures without contaminating the wound.
- Successfully don and remove protective apparel (including sterile gloves) to maintain standard precautions.

Behavioral/Mental Performance

- Function safely, effectively and calmly under stressful situations.
- Prioritize and manage tasks simultaneously.
- Exhibit social skills necessary to interact therapeutically with clients, families, staff and faculty.
- Maintain personal hygiene consistent with department dress code guidelines.
- Display ethical attitudes and actions consistent with professional behavior.
- Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
- Exhibit respect for cultural and ethnic differences of clients, peers and individuals.
- Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.

Graduation Requirements

- Students must successfully complete each required course and must maintain at least a 75% average in each course.
- Students must take a nationally recognized certification exam at their own expense prior to graduation from this program.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Job Placement Rates

The Job placement rate for our 2019-2020 graduate cohort: 73.3%

[Medical Assisting Admissions](#)