

MEDICAL ASSISTANT

CERTIFICATE (C)

DESCRIPTION: This program provides a blend of administrative and clinical courses to prepare the students for entry level medical assisting. This allied health care profession offers work primarily in ambulatory settings such as medical offices and clinics. Supervised practicums at physicians' offices are required. Prior to placement, the student must submit evidence of good health which includes a physical exam, up-to-date immunizations, tuberculin screening results, and CPR certification. A background check may also be required. A medical assistant's responsibilities may include, but are not limited to, scheduling patients, maintaining medical records, obtaining medical codes, submitting insurance forms, taking vital signs, sterilizing instruments, performing office laboratory procedures and tests, obtaining EKG readouts, and assisting patients with understanding treatment instructions.

CORE PROGRAM REQUIREMENTS CREDITS: 38

BIO 110	Essentials of Anatomy & Physiology (4/5) ^A
BIS 159	Medical Office Administrative Seminar (3/4) ^A
BIS 160	Medical Terminology (4/4) ^A
BIS 169	Practice Management Software (3/4) ^A
MED 221	Medical Assistant Clinical Seminar (3/3) ^A
MED 222	Med Admin for Medical Assistants (5/6) ^A
MED 223	Medical Assistant Clinical Lab (4/6) ^A
MED 224	Medical Assistant Clinical Practicum (4/4) ^A
MED 225	Medical Conditions & Procedure (4/4) ^A
MED 226	Medical Asst Certification Preparation (4/4) ^A

MINIMUM 38 CREDIT HOURS/44 CONTACT HOURS

NOTES:

^A Included in occupational specialty.

GPA of 2.0 or higher must be maintained in occupational specialty courses

Any person convicted of a felony will not be allowed to write the certification exam for medical assistants.

100% completion is required for graduation regardless of course grades.

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SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER)

CREDITS: 18

BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)
BIS 159	MEDICAL OFFICE ADMINISTRATIVE SEMINAR (3/4)
BIS 160	MEDICAL TERMINOLOGY (4/4)
BIS 169	PRACTICE MANAGEMENT SOFTWARE (3/4)
MED 225	MEDICAL CONDITIONS & PROCEDURE (4/4)

YEAR 1 (SPRING SEMESTER)

CREDITS: 20

MED 221	MEDICAL ASSISTANT CLINICAL SEMINAR 3/3)
MED 222	MED ADMIN FOR MEDICAL ASSISTANTS (5/6)
MED 223	MEDICAL ASSISTANT CLINICAL LAB (4/6)
MED 224	MEDICAL ASSISTANT CLINICAL PRACTICUM (4/4)
MED 226	MEDICAL ASST CERTIFICATION PREP (4/4)