

Medical Assistant Certificate

The Medical Assistant Certificate program prepares a student for a career in the field of medical assisting. Medical Assistants perform routine administrative and clinical tasks under the supervision of a physician, other health practitioner, or office manager. Clinical skills for a Medical Assistant include taking medical histories and recording vital signs, assisting with the primary physical exam and other specialty exams, preparing patients for minor surgical procedures, providing patient education and nutritional information, cleaning and sterilizing instruments, and assisting in the collection and analysis of laboratory specimens. Administrative skills include coordinating and scheduling patient appointments, receiving and processing patients in the office, preparing and maintaining patient records, coding and filing health insurance claims, and performing bookkeeping tasks.

In addition to academic requirements, a Medical Assistant should possess certain personal characteristics to successfully work in the people-centered environment of the medical care facility. These qualifications include dependability, flexibility, good communication skills, positive attitude, and a genuine concern for others.

Basic classroom study and labs are followed by a six-week, unpaid professional practicum in a healthcare facility at the end of the second semester. The professional practicum will provide students with an opportunity to put the skills they have learned in the classroom setting to the real life environment, which will include patients, doctors, and office staff members.

The Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). It is also accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Graduates will be able to sit for the Certified Medical Assistant (CMA) exam offered by the American Association of Medical Assistants (AAMA).

Graduates are able to:

- function as members of the healthcare team
- perform clinical and administrative tasks under a supervising physician, other health practitioner or office manager
- communicate professionally, accurately, and within legal/ethical boundaries
- display a professional manner and image
- demonstrate standard safety and emergency practices and procedures while performing assigned duties

Note: Applicants convicted of a felony are not eligible to sit for the CMA national certification examination unless the certifying board grants a waiver based on one or more of the mitigating circumstances listed in the disciplinary standards. Background checks are required prior to admission.

Note: BLS Certification by the American Heart Association, a physical examination, and proof of immunizations are required.

Curriculum Certificate Program

Prerequisite Courses	Credits
Mathematics Proficiency ¹ Technological Competency ²	
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First Semester	
ENGL-111 English I	3
MATC-111 Administrative Medical Assistant Principles	7
BIOL-120 Human Biology ³	4
HLTH-150 Medical Terminology	3
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Second Semester	
MATC-121 Clinical Medical Assistant Principles	7
MATC-116 Phlebotomy Theory & Lab	1
HLTH-109 Pharmacology ⁴	2
HLTH-107 Pathophysiology ⁴	3
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Summer	
MATC-128 Medical Assistant Professional Practicum ⁵	6
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Total Credits 36	

¹ This certificate requires minimum math proficiency through Elementary Algebra (MATH-020).

² Select a course from the appropriate category of the General Education list. Technological Competency may also be met by passing the Technological Competency Test (no credit).

³ Anatomy & Physiology I & II (BIOL-124 & 125) may be substituted.

⁴ Online seven week class.

⁵ Must provide BLS Certification by the American Heart Association to faculty on first day of class.