

Medical Assistant, Certificate – Noncredit

Workforce Development and Continuing Education/Healthcare Education

The Medical Assistant program for Workforce Development consists of 9 courses, 2 labs and an externship. This program will prepare the student for employment as a Medical Assistant in the Ambulatory Care Setting as well as their readiness to take the National Healthcare Association's Certified Clinical Medical Assistant Certification examination.

Career Opportunities

The program prepares individual for an entry level career in healthcare. Student will be prepared to work in physicians' offices, hospitals, outpatient clinics and other healthcare facilities. The student will be prepared to take the National Healthcare Association's Certified Clinical Medical Assistant (CCMA) certification exam, an industry-recognized certification

Competency Profile

This curriculum is designed to prepare students to:

- Define and correctly spell medical terminology as it relates to anatomy and physiology, pathophysiology and diagnostic testing.
- Describe the functions of the principle body systems including anatomy and physiology.
- Review the concepts, etiology, symptoms and treatments of most common disorders and diseases.
- State the essential qualifications of a successful Medical Assistant in the Ambulatory Care Setting, including professionalism, communication, healthcare law and ethics, cultural diversity and safety in the workplace.
- Demonstrate competency to perform contemporary office medical laboratory services, including venipuncture and basic specimen interpretation
- Identify medication classifications, drug actions and interactions, administration of medication principles and competencies and measurement and dosage calculations.
- Define necessary clinical procedures for the Ambulatory Care Setting and perform and pass competencies related to skills such as vital signs, performance of an EKG, assisting in minor office surgery, patient interview, preparation and assistance during an examination, wound care, emergencies in the office and leadership.
- Describe the importance of effective revenue cycle management, assign CPT and ICD-10 codes per official guidelines and the explanation of their purpose for reimbursement.
- Perform administrative duties related to scheduling, billing, coding, finance practice, healthcare information management and leadership.
- Participate in an externship to define the role of the medical assistant in a real-world clinical setting, complete and pass competencies, shadow an experienced Medical Assistant in the Ambulatory Care Setting and work closely with a preceptor to improve and refine skills.

PROGRAM REQUIREMENTS

Both courses require students to complete a minimum clinical experience of 160-hours unpaid externship.

RECOMMENDED SEQUENCE FOR STUDENTS

Students must complete the program in the following sequence:

- Introduction to Healthcare
- Medical Terminology and Disease Introduction
- Anatomy & Physiology
- Communication/Law & Ethics/Professionalism
- Medical Laboratories I
- Medical Laboratories II
- Clinical Practices I
- Clinical Practices II
- Health Insurance/Coding/Electronic Health Records
- Medical Office Operations
- Medical Assisting Clinical/Externship