

## MEDICAL ASSISTING, Certificate Program - 3210

Health & Public Service Department

CIP Code: 51.0801

Medical Assisting is a multi-skilled allied health profession with practitioners working primarily in ambulatory care settings such as medical offices and clinics. This program offers the student foundation skills in medical office administration and clinical patient care required for beginning practice in the field, as well as, grounding in the legal and ethical principles governing medical practice. The program is accredited by the Commission on Accreditation of Allied Health Education Programs based upon the recommendation of the Medical Assisting Education Review Board (MAERB). Students must take the Certified Medical Assisting (CMA AAMA) exam in order to fulfill the requirements of this degree to graduate. However, failure to pass this exam will not prevent a student from receiving their certificate in Medical Assisting. The complete program is available at the Harrisburg and Gettysburg campuses.

*Selective Program:* Entry into this program is not guaranteed with admission to the College; this is a selective and competitive admission program, specific admissions criteria must be met. Please go to the Health Careers website ([www.hacc.edu/healthcareers](http://www.hacc.edu/healthcareers)), or contact us by email at [start@hacc.edu](mailto:start@hacc.edu) for specific program entry requirements.

The following requirements must be completed (at the student's expense) after being selected for, but prior to starting the clinical portion of the program. Requirements include physical examination and immunizations, background checks, drug and alcohol screens and CPR certification. The student should consider these factors before enrolling. If the student has any questions regarding this, he or she should contact the program director.

### Career Opportunities

Graduates find employment in various health care facilities as Medical Assistants. (SOC Code: 31-9092 Medical Assistants)

Link to Occupational profiles on O\*NET: <http://www.onetcodeconnector.org/>

Application and admission information: <http://www.hacc.edu/NewStudents/Apply/index.cfm>

### Competency Profile

This curriculum is designed to prepare students to:

- Function effectively as members of the healthcare team
- Demonstrate the entry-level competencies prescribed by the American Medical Assistants Endowment
- Take the Certified Medical Assisting credentialing examination for Medical Assistants administered by the AAMA
- Demonstrate effective oral and written communication skills

### PROGRAM REQUIREMENTS (TOTAL CREDITS = 37)

| General Education | Major Requirements                            | Other Required Courses |
|-------------------|---|------------------------|
|                   | BIOL 111 Intro to Human Biology (or)          | 3                      |
|                   | BIOL 121 Anatomy & Physiology I               | (4)                    |
|                   | CIS 105 Intro to Software for Business        | 3                      |
|                   | MA 110 Medical Terminology                    | 3                      |
|                   | MA 140 Intro to Medical Assisting             | 4                      |
|                   | MA 142 Intro to Medical Laboratory Techniques | 3                      |
|                   | MA 150 Pathophysiology for Medical Assisting  | 3                      |
|                   | MA 200 Pharmacology for Medical Assisting     | 3                      |
|                   | MA 201 Pharmacology Laboratory                | 1                      |
|                   | MA 212 Ambulatory Care Clinical Procedures    | 4                      |
|                   | MA 213 Medical Insurance & Billing            | 3                      |
|                   | MA 220 Medical Office Administration          | 3                      |
|                   | MA 230 Medical Assisting Externship           | 4                      |
|                   |   | 37                     |

*Note: A grade of C or higher is required for all AH, BIOL, CIS, and MA courses. Students must take the Certified Medical Assisting (CMA AAMA) exam. Failure to pass this exam will not prevent the student from obtaining their certificate in Medical Assisting.*

**RECOMMENDED SEQUENCE FOR FULL-TIME STUDENTS**

Part-time students can complete this program by taking one or more courses each semester.

| <b>Fall Semester I</b> |        | <b>Spring Semester I</b> |   | <b>Summer I</b> |   |
|------------------------|--------|--------------------------|---|-----------------|---|
| BIOL 111 or 121        | 3 or 4 | CIS 105                  | 3 | MA 230          | 4 |
| MA 110                 | 3      | MA 150                   | 3 |                 |   |
| MA 140                 | 4      | MA 200                   | 3 |                 |   |
| MA 142                 | 3      | MA 201                   | 1 |                 |   |
| MA 213                 | 3      | MA 212                   | 4 |                 |   |
|                        |        | MA 220                   | 3 |                 |   |

Please see the College's website at <http://www.hacc.edu/ProgramsandCourses/index.cfm> for the most current Gainful Employment Information.