

Medical Assistant Certificate

Overview

Certified Medical Assistants (CMA's) are an essential part of the healthcare team and work primarily in medical offices performing routine administrative and clinical duties, such as scheduling appointments, maintaining medical records, collecting patient histories and vital signs, and assisting healthcare providers with examinations and treatments.

Certificate Learning Outcomes

Students who successfully complete this certificate will be able to:

1. Individuals will meet eligibility requirements for the national certification exam
2. Demonstrate professional and technical skills necessary to perform administrative and clinical duties.
3. Communicate effectively in a therapeutic, respectful, and professional manner with patients, providers, and all members of the healthcare team.

Students in this program will learn to;

- Provide exceptional customer service in a professional manner through caring and respectful interaction with patients, families, and the healthcare team.
- Maintain a solid knowledge base for the various components of the healthcare system.
- Establish and manage office procedures and implement medical documentation systems using appropriate medical terminology.
- Perform the administrative business tasks required in a medical office.
- Assist the healthcare provider and other members of the healthcare team in clinical procedures related to the examination and treatment of patients.
- Build professional relationships within the healthcare team.
- Comply with quality assurance requirements in performing clinical laboratory procedures.
- Perform common diagnostic procedures under a licensed healthcare provider to ensure patient comfort and safety.

Certificate: Medical Assistant

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		FALL TERM	WINTER TERM	SPRING TERM	SUMMER
YEAR 1		AH 130, Introduction to Today's Careers: Health, 2 CR	WR 121, English Composition, 4 CR	MTH 105 or MTH 95 or any class for which MTH 95 is a pre-requisite, 4 CR	
		BI 100 or BI 231, 232 and 233, 4 CR	AH 100, Medical Terminology, 4 CR	PSY 101, Psychology and Human Relations, 4 CR	
		HE 112, Standard First Aid and Emergency Care, 1 CR	HE 110, CPR/AED for Professional Rescuers and Health Care Providers, 1 CR		AH 110, Clinical and Administrative Procedures I, 6 CR
					AH 280, Medical Assisting Clinical Experience, 3 CR
		7 Credit Total	9 Credit Total	8 Credit Total	9 Credit Total
YEAR 2		FALL TERM			
		AH 112, Clinical and Administrative Procedures II, 6 CR			
		AH 280, Medical Assisting Clinical Experience, 3 CR			
		EXAM			
		9 Credit Total			

Total Credits: 42

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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Note: In order to participate in clinical experience, students must be 18 years of age and have completed the Castle Branch Healthcare requirements (criminal background check, drug screen and required immunizations).

This is a full time, cohort program. In order to participate in the MA coursework you must be admitted to the program or have secured your own worksite.

Please see advisor for application process and additional information.