

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.

Career Pathway Certificate: Medical Assistant

TBCC guarantees, at a minimum, the following courses each quarter for the completion of this Career Pathway Certificate.

A student can transfer in or take other courses that meet the requirements, though this is discouraged.

	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)	PSY 101 Psychology and Human Relations (4 CR)	AH 110 Clinical and Administrative Procedures I (5 CR)
	MTH 105 Math in Society (4 CR)	AH 100 Medical Terminology (4 CR)	BI 100 (or BI 231, 232 and 233) (4 CR)	AH 110C Clinical Practicum (2 CR)
	HE 110 CPR/AED for Professional Rescuers and Health Care Providers (1 CR)			
	<i>Credit Total 7</i>	<i>Credit Total 8</i>	<i>Credit Total 8</i>	<i>Credit Total 7</i>
YEAR 2	FALL TERM			
	AH 112 Clinical and Administrative Procedures II (5 CR)			
	AH 112C Clinical Practicum (4 CR)			
	<i>Credit Total 9</i> 39 Credits – apply for CPC!			

Tillamook Bay Community College 2021-2022 www.tillamookbaycc.edu *NOTE: In order to participate in clinical experience, students must be 18 years of age and have completed the CastleBranch 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.