Health Sciences

Medical Assisting (CTMA2)
Certificate

Program Effective Term: **Fall 2020**

High Demand Occupation   High Skill Occupation

In this program, students will develop comprehensive skills in managing both administrative and clinical duties such as coding, scheduling, arranging for laboratory services, instructing patients about medication and special diets and drawing blood. This program is designed to prepare professional multi-skilled individuals for employment in physician's offices, medical clinics, laboratories and other ambulatory health care facilities. Graduates will be prepared to sit for the medical assisting certification exam.

Program Admission Requirements:
High school diploma or GED

Continuing Eligibility Requirements:
1. Students may be required to have a criminal background check and/or fingerprinting prior to the start of their clinical experience as requested by clinical facilities.
2. Completed health history form (physical examination)
3. Negative TB skin test
4. Current health insurance
5. Current BLS/CPR certification
6. Complete all courses with a minimum grade of "C"

First Semester		(9 credits)
MED 101	Introduction to Medical Assisting	1
MED 104	Medical Assistant Math and Pharmacology	1
MED 112	Medical Assistant Administrative I	2
MED 114	Medical Assistant Lab I	3
MED 116	Insurance Billing and Coding Basics for the Medical Assistant	2

Second Semester		(8 credits)
MED 210	Medical Assistant Administrative II	2
MED 221	Medical Assistant Lab II	3
MED 241	Medical Assistant Clinical Practice	2
MED 245	Medical Assisting Credentialing Exam Review	1

Minimum Credits Required for the Program: **17**