

Medical Assistant Certificate (MEDC)

Graduates of this program are prepared for entry-level employment as medical assistants in physicians' offices or in those capacities in which medical secretarial and/or basic clinical and laboratory training are required. Jobs for which graduates are expected to be qualified include medical office assistant, medical secretary or medical office manager in single or group medical practices, hospitals, laboratories, public health facilities, armed services, research institutions, and other capacities requiring medical secretarial, medical assisting, and office management skills.

Upon successful completion of this program, graduates will be able to:

- prioritize clinical skills through reasoning during patient care in a variety of ambulatory healthcare settings.
- incorporate entry-level administrative technology skills, including office computer operations, bookkeeping/accounting functions, and insurance billing/collection procedures.
- integrate concepts of the liberal arts and social sciences to promote effective communication during collaboration with patients and colleagues.
- generate self-evaluation processes of personal and professional skills for continual lifelong learning.
- select teaching-learning techniques to identify, direct, and evaluate health education needs of the diverse patient populations.
- perform within the ethical-legal framework established by state statutes.

First Semester		Credits
ENG 105	Research and Composition	3
HIT 120	Medical Terminology	3
MED 103	Clinical Procedures I	3
MED 107	Medical Assisting I	5
		<hr/> 14
Second Semester		
HCO 102	Healthcare Management Practices and Technology	3
HIT 255	CPT Coding and Other Classification Systems	3
MED 203	Clinical Procedures II	3
MED 207	Medical Assisting II	5
		<hr/> 14
Summer Session		
MED 213	Clinical Experience	6
		<hr/> 6
Credit Total		34

To continue in the Medical Assistant courses, the student must achieve a "C" (73%) or above in all courses and a C+ (78%) in HIT 120. If a student falls below the "C", they will not be able to progress into the subsequent Medical Assistant courses until the course is offered again and has been mastered.