

MEDICAL ASSISTING

Description

This program trains students to become multi-skilled professionals who assist physicians. Students will learn to perform duties under the direction of a physician in all areas of medical practice. In addition to learning the clinical aspects of the career, students will learn how to function in an administrative capacity at the medical office. A certificate will be awarded upon successful completion of this program.

Objectives

This program is designed to train the student to function effectively as an integral member of the physician's healthcare team. Students will learn how to perform laboratory tasks including blood chemistry and urinalysis, clinical skills including EKG, patient assisting, vital signs, injections, venipuncture and administrative skills. Students will be prepared for an entry-level employment as a Medical Assistant.

Course Outline

To receive a certificate in Medical Assisting, students must complete 34.5 semester credit hours. This program can be completed in 8 months for full-time day students or in 14 months for part-time evening students.

Medical Assistant Courses (34.5 semester credit hours) Certificate Program

MA 123	Anatomy and Physiology	6.0
MA 130	Medical Office Management	4.5
MA 131	Medical Billing and Coding for Medical Assistants	4.0
MA 124	Medical Terminology	1.5
MA 120	Clinical Procedures	3.5
MA 125	Lab Procedures I	4.0
MA 126	Lab Procedures II	4.0
MA 180	Externship I	3.5
MA 181	Externship II	3.5