

Medical Assisting

Mode of Delivery	Hybrid - Courses delivered online are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery.
Credential Awarded	Diploma
Contact Hours	780
Program Quarter Credits	46
Instructional Weeks	36
Total Clock Hours	Including Recognized Out-of-Class Work Hours: 1,180

Length in Months: 9 / Quarters: 3*

**Based on full-time enrollment*

Objective

Medical Assistants play an integral part in performing administrative and clinical tasks and support the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

Description

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back-office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment. Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations on-site in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Students in their final quarter are eligible to take National Healthcareer Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

Career Opportunities

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

Plan of Study

Course Code	Name	Contact Hours	Clock Hours	Credits	Quarter Credits
AHP101	Introduction to Health Professions	0	60	4	0
AHP105	Medical Terminology	0	60	4	0
AHP106	Medical Anatomy and Physiology	0	60	4	0
MAS110	Clinical Procedures and Techniques	0	60	4	0
MAS115	Laboratory Procedures and Techniques	0	60	4	0
MAS125	Invasive Clinical Procedures	0	60	4	0
MAS135	Certification Review and Career Development	0	60	4	0
MAS190	Externship	0	180	6	0
MOA110	Medical Office Procedures	0	60	4	0
MOA115	Medical Records and Insurance	0	60	4	0
MOA120	Electronic Health Records	0	60	4	0

[AHP105](#) [AHP106](#) [MOA110](#) [MOA115](#) [MOA120](#): Online delivery

Schedule

Morning: 9:00 a.m. – 2:00 p.m. Monday through Thursday. Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical office hours. Hours are subject to change. Classes may be scheduled as noted above, including any instructional week which contains a School holiday, in which case, class may also be scheduled on Friday.