



Medical Assisting Certificate 2018–2019

DESCRIPTION:

The Medical Assisting Certificate program prepares graduates to work as medical assistants primarily in ambulatory settings such as medical offices, urgent care centers, and clinics. Medical assistants are multi-skilled health professionals who assist in patient care management and perform a broad range of clinical and administrative duties. Administratively, medical assistants schedule and receive patients, establish and maintain medical records, manage telephone calls, complete varied correspondence, process insurance claims, billing, and coding, and monitor finances. Clinical duties include patient preparation, assisting in minor surgery and outpatient treatments, taking vital signs, venipuncture, performing CLIA waived testing, urinalysis, injections, electrocardiography, pulmonary function tests, Holter monitor, eye and ear instillations and irrigations, routine diagnostic tests, sterilization procedures, and assisting physicians with various examinations. Medical assistants are valuable members of the health care team, and job opportunities are numerous in Central Ohio and nationwide.

This program provides students with the knowledge to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. In the classroom students learn theory and engage in hands-on experience in administrative, clinical, and laboratory domains as well as practicum experience.

Graduates of the Medical Assisting Certificate Program are eligible to take the Certified Medical Assistant exam. Those students who successfully complete the CMA examination are credentialed through the Certifying Board of the American Association of Medical Assistants, therefore credentialed with The Certified Medical Assistant (AAMA) or CMA (AAMA). For more information, see csc.edu/academics/departments/medical-assisting.

“The Columbus State Community College Medical Assisting Certificate Program is accredited by The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).”

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 U.S. Highway 19 North
Suite 158
Clearwater, FL 33763 (727)210-2350
www.caahep.org

NOTE: Required courses for students who plan to follow the GXMO radiography licensing path: IMAG 1190 (Radiation Protection for General Machine Operators), IMAG 1101 (Introduction to Radiography Equipment and Patient Care), plus one positioning course from the selection of IMAG 1102, IMAG 1103, IMAG 1104, or IMAG 1105, must be completed. This optional elective is only for those affected students and is not a requirement of the general Medical Assisting Certificate program.

ADMISSION REQUIREMENTS:

Applicants must have a high school diploma or GED equivalency. Applicants must place into MATH 1104 (Mathematical Concepts for Business) or STAT 1350 (Elementary Statistics), place into ENGL 1100 (Composition I), or complete ENGL 0190 (Introduction to Composition) with grade of “C” or higher. Applicants are required to have a current American Red Cross or

American Heart Assoc. Health Care Provider CPR with AED Certification and Current American Red Cross or American Heart Assoc. First Aid Certification. In addition, applicants must place out of reading requirements or complete DEV 0145. Applicants must place into BIO 0100 or placement equivalent. Before applying to the program, applicants must attend a Medical Assisting program information session; program applications are available only at the information sessions. Applicants must complete the drug screening and a background check process. All students are required to complete a health record and have appropriate immunizations before they are admitted to the program.

ONGOING REQUIREMENTS:

All MAT courses must be taken in sequence. NOTE: Some courses are full term and other courses are either 1st or 2nd term. Students must participate in a Medical Assisting Orientation. In addition, students must complete a background check and drug screening process. Students are required to maintain current American Red Cross or American Heart Association Health Care Provider CPR with AED Certification and Current American Red Cross or American Heart Association First Aid Certification. All students are required to complete a health record and have appropriate immunizations before they are admitted to the program, and must update throughout their course of study. (Information is provided to all admitted students.) Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally expose him/herself. All students entering the Medical Assisting program must be aware of this slight, but real, potential risk. Students are required to maintain personal health insurance or sign an insurance waiver. The student is financially responsible for any cost associated as a result of injuries incurred during clinical laboratories, practicum experiences or at clinical sites. Therefore, it is strongly recommended that all students carry their own health insurance. A minimum grade of “C” is required in all MAT courses. The student is required to successfully complete 210 unpaid hours at an approved externship site.

OPPORTUNITIES FOR GRADUATES:

Career:

Upon completion of the Medical Assisting Certificate program, students are prepared to work as medical assistants primarily in settings such as physician’s offices, specialty offices, clinics, ambulatory care facilities, and hospitals. The job market for Medical Assistants in Columbus and surrounding areas is excellent. Upon completion of the Medical Assisting Certificate, students are eligible to take the Certified Medical Assistant exam. Those students who successfully complete the CMA examination are credentialed through the Certifying Board of the American Association of Medical Assistants, therefore credentialed with The Certified Medical Assistant (AAMA) or CMA (AAMA).

Transfer:

Students who complete the Medical Assisting Certificate program are eligible to continue with the Medical Assisting A.T.S. Degree program.

CERTIFICATE REQUIREMENTS (MEDICAL ASSISTING CERTIFICATE):**FIRST SEMESTER**

Course	Term	Credits	Milestones
MAT 1100 Clinical Medical Assisting I	AU 1st term	2	
MAT 1122 Administrative Medical Assisting*	AU	4	
MAT 1123 Administrative Medical Assisting Lab*	AU	1	
MAT 1200 Clinical Medical Assisting I Lab*	AU 1st term	1	
MAT 1300 Clinical Medical Assisting II	AU 2nd term	2	
MAT 1400 Clinical Medical Assisting II Lab*	AU 2nd term	1	
BIO 1121 Anatomy & Physiology I	AU/SP/SU	4	
Semester Credits		15	

SECOND SEMESTER

Course	Term	Credits	Milestones/Progress Check
MAT 1230 Pharmacology	SP	2	
MAT 1231 Pharmacology Lab	SP	1	
MAT 1238 Comp Apps for the Medical Office Lab	SP	1	• CMA Review book completed during the MAT 1238 course
MAT 1240 Lab Techniques for the Med Office	SP	2	
MAT 1241 Physician's Office Laboratory	SP	2	
BIO 1122 Anatomy & Physiology II	AU/SP/SU	4	
MULT 1110 Medical Terminology	AU/SP/SU	2	
Semester Credits		14	

THIRD SEMESTER

Course	Term	Credits	Milestones/Progress Check
MAT 2800 Seminar: Medical Assisting	SU	1	• Students are required to take and achieve a grade of 85% or above on three practice exams (administrative, clinical, and general areas) to pass the MAT 2800 course
MAT 2950 Clinical Practicum: Medical Assisting	SU	2	
ENGL 1100 Composition I	AU/SP/SU	3	
HIMT 1274 Intro to Medical Coding & Reimbursement	AU/SP/SU	2	• Students are eligible to apply for the CMA, RMA, CCMA Exam at the conclusion of this semester with successful completion of all courses listed on the MAT Certificate
Required courses for students pursuing GXMO Radiography Licensing Path: IMAG 1190 Radiation Protection for General Machine Operators and IMAG 1101 Introduction to Radiography Equipment and Patient Care, plus one of the following positioning courses: IMAG 1102, IMAG 1103, IMAG 1104, or IMAG 1105**			
Semester Credits		8	
Total		37	

*For these Administrative and Clinical laboratory courses, 100% of the required competencies must be mastered at 85% or above within three attempts.

** This optional elective is not a requirement of the general Medical Assisting Certificate program.

AU: Autumn Semester/SP: Spring Semester/SU: Summer Semester
Requirements subject to change.