

MEDICAL ASSISTING CERTIFICATE
 CERTIFICATE IN MEDICAL ASSISTING

NAME _____

Required Courses	Req'd Credit	HCC Credit	Trans. Credit	Mil./Test Credit	Remaining Requirements/ Comments
<i>Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 and ENG 012, or ENG 018; and MATH 020. See graduation requirement details in this catalog for further information.</i>					
AHS 101	3				
#BIO 108 (GS) AND BIO 116 (GL) -OR- #BIO 203 (GL) AND BIO 204 (GL)	4				
MAS 120	3				
**MAS 122	3				
**MAS 124	4				
MAS 126	2				
MAS 127	3				
MAS 200	3				
MAS 202	3				
/MAS 210	4				
OS 100	1				
OS 135	3				
PSY 101 (GB)	3				
TOTAL	39	TOTAL CREDITS REMAINING FOR DEGREE:			

 It is the student's responsibility to **APPLY FOR GRADUATION** (degree or certificate) by the published deadlines:
 March 1 for May graduation; June 1 for August graduation; and October 1 for December graduation.

SEE REVERSE SIDE FOR CATALOG PROGRAM INFORMATION AND SPECIFIC COURSE REQUIREMENTS.

Prepared by _____ Date: _____

MEDICAL ASSISTING CERTIFICATE

Award: Certificate in Medical Assisting

No. of credits required: 39

For more information: Contact Laura Cianelli Preston, 443-412-2438 or lpreston@harford.edu, or Admissions, 443-412-2109..

PROGRAM DESCRIPTION

The Certificate in Medical Assisting at Harford Community College is a career program designed to prepare students for employment as a medical assistant immediately upon completing the course of studies. The program prepares students to work in an administrative and clinical capacity in a variety of medical office and clinical settings. Students learn the knowledge, technical skills and work ethic that are required for an entry level position in medical assisting. The program includes both classroom theory and clinical practice. The student who completes the certificate program has the option of earning the A.A.S. in Medical Assisting by completing the general education courses required by that degree program. Graduates of the program are eligible to test for the Registered Medical Assistant (RMA) through American Medical Technologists (AMT) or the Certified Medical Assistant (CMA) through American Association of Medical Assistants (AAMA). Please note that, generally, individuals who have been found guilty of a felony, or pleaded guilty to a felony, are not eligible to take the exam. However, the Certifying Board may grant a waiver based upon mitigating circumstances.

The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of *Medical Assisting Education Review Board (MAERB)*: Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, Florida 33756
(727) 210-2350

Administrative duties performed by medical assistants include general medical office procedures, scheduling appointments, medical billing, and coding. Clinical duties include recording medical histories and vital signs, preparing patients for examination and procedures, performing laboratory tests, pharmacology and injection training, and phlebotomy and EKG training.

PROGRAM GOALS

Upon completion of the program, the student will :

1. Perform clinical skills within the scope of practice for a medical assistant: phlebotomy, injections, EKG (electrocardiogram), obtaining lab specimens, and vital signs.
2. Perform executive administrative skills within the scope of practice for a medical assistant including; scheduling, billing and coding.
3. Possess knowledge of legal implications and ethical considerations in an ambulatory healthcare setting.
4. Follow the AAMA (American Association of Medical Assistants) Code of Ethics.
5. Be eligible to take the RMA (Registered Medical Assistant) Examination through American Medical Technologists for national certification.
6. Have completed 160 hours of unpaid externship in an ambulatory healthcare setting.
7. Demonstrate professionalism and effective communication skills.
8. Qualify to secure an entry level employment position as a medical assistant.

REQUIRED COURSES

Number	Title	Credits
AHS 101	Medical Terminology and Ethics	3
BIO 108	Human Body in Health and Disease [GS] #	3
BIO 116	Human Body in Health and Disease Laboratory [GL] #	1
MAS 120	Medical Assisting Fundamentals	3
MAS 122	Clinical Medical Assistant I **	3
MAS 124	Clinical Medical Assistant II **	4
MAS 126	Medical Billing	2
MAS 127	Medical Coding	3
MAS 200	Laboratory Procedures for Medical Assistant	3
MAS 202	Pharmacology for the Medical Assistant	3
MAS 210	Medical Assisting Practicum **/**	4
OS 100	Keyboarding Basics	1
OS 135	Medical Office Systems	3
PSY 101	General Psychology [GB]	3

Total Credits

39

CERTIFICATE REQUIREMENTS

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GAINFUL EMPLOYMENT

Medical Assisting Certificate
Program Level - Undergraduate certificate
Program Length - 2 years

Occupations: Medical Assistant
CIP Code: 51.0801
SOC Code: 31-9092.00
Link to O*Net: <http://www.onetonline.org/link/summary/31-9092.00>

*How much will this program cost me?

Tuition and fees:\$ 6,077.00
Books and supplies:\$ 1,637.00
On-campus room & board: not offered

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

What financing options are available to help me pay for this program?

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: *
Private education loans: *
Institutional financing plan: *

* Less than 10 graduates received loans. Median amounts are withheld to preserve the confidentiality of the loan recipients.

How long will it take me to complete this program?

The program is designed to take 2 years to complete. Of those that completed the program in 2014-2015, 57% finished in 2 years.

What are my chances of getting a job when I graduate?

The job placement rate for students who completed this program in 2014-2015 is 83%.

Gainful Employment Disclosure Template:

<http://www.harford.edu/academics/degrees-and-programs/gainful-employment.aspx>

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

- [GB]** Behavioral/Social Science
- [GE]** English Composition
- [GH]** Arts/Humanities
- [GI]** Interdisciplinary and Emerging Issues
- [GL]** Biological/Physical Laboratory Science
- [GM]** Mathematics
- [GS]** Biological/Physical Science

Biology Requirement choose BIO 108 & BIO 116 OR BIO 203 & BIO 204

** Current Healthcare Provider Level CPR and First Aid certification are required prior to starting this course. PPD status and immunization and health records must be provided prior to orientation to this course.

***Medical Assisting Practicum requires 160 hours of unpaid work experience in a physician's office or clinical setting. All other coursework must be completed prior to taking MAS 210. A criminal background check and drug screen will be required prior to placement at a clinical site.