

MEDICAL ASSISTING CERTIFICATE

Award: Certificate in Medical Assisting

No. of credits required: 39

For more information: Contact Paige O'Neill, 443-412-2738 or poneill@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 (<https://www.caahep.org/>) upon the recommendation of *Medical Assisting Education Review Board (MAERB)*:

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, Florida 33763
(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.

Certificate Requirements

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 Reading and Understanding College Textbooks and ENG 012 Basic Writing, or ENG 018 Integrated Reading and Writing, and MATH 020 Pre-Algebra I. See graduation requirement details in this catalog for further information.

Required Courses

Code	Title	Credits
AHS 101	Medical Terminology and Ethics	3
BIO 108	Human Body in Health and Disease (GS) ¹	3
BIO 116	Human Body in Health and Disease Laboratory (GL) ¹	1
MAS 120	Medical Assisting Fundamentals	3
MAS 122	Clinical Medical Assistant I ²	3
MAS 124	Clinical Medical Assistant II ²	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 ^{2,3}	4
OS 100	Keyboarding Basics	1
OS 135	Medical Office Systems	3
PSY 101	General Psychology (GB)	3
Total Credits		39

¹ Biology Requirement choose BIO 108 Human Body in Health and Disease (GS) & BIO 116 Human Body in Health and Disease Laboratory (GL) OR BIO 203 Anatomy and Physiology I (GL) & BIO 204 Anatomy and Physiology II (GL)

² 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.

³ 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 Medical Assisting Practicum. A criminal background check and drug screen will be required prior to placement at a clinical site.

General Education Degree Requirements

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

Behavioral/Social Science (GB)
English Composition (GE)
Arts/Humanities (GH)
Interdisciplinary and Emerging Issues (GI)
Biological/Physical Laboratory Science (GL)
Mathematics (GM)

Biological/Physical Science (GS)