

# Certified Medical Assistant, Certificate

Award Granted: Certified Medical Assistant Certificate

Credits/Contacts Required: **39/51**

Major code: 04/475

CIP Code: 510802

## Description

The Certified Medical Assistant Certificate program at Bay College is a twelve (12) month occupational certificate program. The goal of this program sets a minimum expectation to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as set forth by the Medical Assisting Education Review Board Core Curriculum (MAERB) as outlined in their current standards. This program will prepare graduates to work in an administrative and clinical capacity within a variety of medical office, ambulatory, outpatient, and community clinical settings by providing students with the knowledge, skills and qualities required for competent entry level practice in the role of the Certified Medical Assistant.

Students who successfully complete the program requirements are awarded a Medical Assistant Certificate. In order to progress through this program and attain a Medical Assistant Certificate, a minimum grade of a 'C' or better must be obtained in each of the program required courses and students must demonstrate, at a minimum, 100% attainment of all required psychomotor and affective competencies as set forth by the MAERB and contained within the curriculum for each course. Courses must be taken in a required sequence, building on knowledge, skills, and behavior as the student progresses through the program. Courses will be taught in the didactic, clinical, simulation and lab environments, and students will be required to complete an unpaid, supervised extern practicum of at least 160 contact hours in an ambulatory and/or outpatient healthcare setting, demonstrating the knowledge, skills, and behaviors of the MAERB Core Curriculum in performing clinical and administrative duties prior to completion of the program.

Medical Assistants are multi-skilled health professionals who are educated to perform administrative and clinical duties in ambulatory care, outpatient clinic and community health care settings in assisting to provide healthcare to patients of all ages. Medical Assistants are an important member of the health care team in providing care to patients and play an integral role in the public's health and well-being. This career requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

According to the U.S. Bureau of Labor Statistics, employment of medical assistants is expected to grow much faster than the average at 23% compared to all other healthcare support occupations at 17% and other occupations at 5% through 2028.

All students accepted into the Certified Medical Assistant program are required to purchase uniforms and liability insurance. The college will make arrangements for liability insurance. Prior to Fall entrance into the program, the Department of Allied Health requires students to successfully pass the following: criminal background check, a drug test, and the Certification of Physical Fitness Form completed by your Physician. Along with the Certification of Fitness, students must also have proof they are immunized for specific contagious diseases. Facilities where students complete their MA Externship may have additional requirements, which a student will also need to meet. The Department of Allied Health orders your background check, drug screening, and immunization tracker through an outside agency, the cost of which is incurred by the student and billed as part of program assessment fees.

## Certificate Requirements:

- CMAC 100 - Clinical Law and Ethics **Credits: 3**
- CMAC 102 - Clinical Safety and Infection Control **Credits: 2**
- CMAC 104 - Clinical Communication **Credits: 3**
- CMAC 106 - Clinical Office Practice and Procedures **Credits: 2**
- CMAC 108 - Human Body and Disease **Credits: 3**
- CMAC 110 - Clinical Medication Admin **Credits: 3**
- CMAC 112 - Clinical Nutrition **Credits: 2**
- CMAC 204 - MA Review and Practical **Credits: 2**
- CMAC 272 - MA Externship **Credits: 4**
- HLTH 118 - Medical Terminology I **Credits: 3**
- HLTH 135 - Obtaining a Blood Specimen **Credits: 2**
- HLTH 146 - First Aid/Basic Life Support for Healthcare Providers **Credit: 1**
- OIS 170 - Elect Medical Office Records **Credits: 3**
- OIS 220 - Medical Insurance Billing **Credits: 3**
- OIS 270 - Health Information Management **Credits: 3**

## **Suggested Sequences Per Semester**

### **First Semester**

- CMAC 100 - Clinical Law and Ethics **Credits: 3**
- CMAC 102 - Clinical Safety and Infection Control **Credits: 2**
- HLTH 118 - Medical Terminology I **Credits: 3**
- HLTH 146 - First Aid/Basic Life Support for Healthcare Providers **Credit: 1**
- OIS 170 – Elec Medical Office Records **Credits: 3**
- OIS 220 - Medical Insurance Billing **Credits: 3**

First Semester Total - Credit(s): 15 | Contacts: 19

### **Second Semester**

- CMAC 104 - Clinical Communication **Credit(s): 3**
- CMAC 106 - Clinical Office Practice and Procedures **Credits: 2**

- CMAC 108 - Human Body and Disease **Credits: 3**
- CMAC 110 - Clinical Medication Administration **Credits: 3**
- OIS 270 - Health Information Management **Credits: 3**

Second Semester Total - Credit(s): 14 | Contacts: 19

### **Third Semester**

- CMAC 112 - Clinical Nutrition **Credits: 2**
- CMAC 204 - Medical Assistant Review and Practical **Credits: 2**
- CMAC 272 - Medical Assistant Externship **Credits: 4**
- HLTH 135 - Obtaining a Blood Specimen **Credits: 2**

Third Semester Total - Credit(s): 10 | Contacts: 13