

MEDICAL ASSISTANT CERTIFICATE – M010

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COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS	SEMESTER TAKEN	GRADE
PROGRAM REQUIREMENTS			28		
Medical Terminology	HTH 114		3		
Medical Manager	MEA 104		2		
Insurance, Coding, Billing & Collections	MEA 106		2		
Health Office Practices & Procedures	MEA 107		2		
Phlebotomy & Intravenous Techniques*	MEA 108		2		
A&P for Medical Assistants	MEA 109		2		
Introduction to Medical Assisting	MEA 110		2		
Electrocardiogram for Medical Assistants*	MEA 125		2		
Introduction to Drug Therapy	MEA 150		2		
Clinical Medical Assisting Techniques*	MEA 210		3		
Medical Assistant Externship* (last course to be taken)	MEA 220		3		
Introduction to Psychology	PSY 110	Eligibility for ENG 101	3		
Total Credits			28		

PROGRAM OVERVIEW

This certificate program prepares students to work in clinics, hospitals, health maintenance organizations, insurance companies, or physician's offices. This program combines clinical as well as clerical courses, which will enable the student to assist in varied health care agencies. The program teaches students to perform health office phlebotomy, EKG's, check vital signs, administer injections, assist the physician with minor surgery and routine patient exams, as well as perform administrative duties. A clinical externship is mandatory. American Medical Technologists organization upon successful completion of the certification exam will certify students.

NOTES:

Acceptance to the Medical Assistant Certificate Program will be on a selective basis.

- Students must be eligible for ENG 101.
- Successful completion of HTH 114 Medical Terminology and PSY 110 Intro to Psychology with a C or better.
- Prospective students must file an application with the Admissions office

Application for Fall 2011 deadline is July 26, 2011

Application for Spring 2012 deadline is December 22, 2011

Once accepted, students are required to attend the Medical Assistant Orientation.

All MEA courses are offered in the evening only.

A grade C or better in all MEA course work is required.

Students are required to have updated immunizations.

Students must complete a CORI / SORI screening upon acceptance and prior to enrollment into the Externship course.

Clinical Externships are approximately 25 hours per week for a total of (160 total) in facilities with primarily daytime hours.

*Uniforms will be required for the following courses, MEA 108, MEA 125, MEA 210.

Students who have completed BIO 111 or BIO 217 and BIO 218 with a C or better within the last seven years do not need to take MEA 109.