

MEDICAL ASSISTANT CERTIFICATE – M010

CONTACT

Health Services Division, 413.552.2467

PROGRAM OVERVIEW

This certificate program prepares students for employment in health care clinics, hospitals, health maintenance organizations, insurance companies or physician's offices.

Upon completion of this program, the student will be able to:

- Maintain electronic health records for patient data, reimbursement, claims submission and payment.
- Perform basic phlebotomy techniques.
- Describe the major organ systems and pathological conditions that affect the human body.
- Perform electrocardiography procedures.
- Describe the major drug classifications, regarding indications and mechanisms of action, and potential for drug-drug or drug-food interactions.
- Obtain patient history, vital signs and prepare the patient for examination.

Upon successful completion of the medical assisting registry exam, as administered by the American Medical Technologists, the student will become a registered medical assistant (RMA).

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

- Only Fall Acceptance
- 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.

Drug Screening Policy

Several Health Care facilities affiliated with the College's Health Division are now requiring that students have a negative drug screen prior to beginning clinical experiences in their facility. In addition, a clinical facility may require the student to submit and pass random drug screening analysis in order to remain at that facility. Therefore, passing a drug screen will now be considered an essential function for all students participating in the Health Division programs. If a student fails drug screening, retesting occurs within 24 hours of notification of results. Failure to pass a drug screen or refusal to submit to screening will make the student ineligible for clinical placement. Failure and/or refusal for drug screening are grounds for immediate removal from the Health Division program. Students will be provided with the drug screen procedure during the orientation process. All screening will be at the student's own expense. The Work Connection at Holyoke Medical Center has been selected as the Division of Health's exclusive laboratory for student drug testing.

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

- All academic MEA courses are offered in the evening only.
- There will be a mandatory orientation prior to the start of the program.
- **A grade of C or better in all MEA and HMC courses is required.**
- Students are required to have updated physical and immunizations.
- Students must complete a CORI / SORI screening upon acceptance into the program and before externship.
- Clinical Externships are approximately 25 hours per week (160 total) in facilities with primarily daytime hours.
- 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.

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MEDICAL ASSISTANT CERTIFICATE – M010 *continued*

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COURSE TITLE	COURSE NUMBER	PREREQUISITES	CREDITS
PROGRAM REQUIREMENTS			29
Medical Terminology	HTH 114		3
Introduction to Medical Assisting	MEA 110	Eligibility for ENG 101	2
Clinical Skills 1 - Electrocardiography ¹	MEA 125	Eligibility for ENG 101	1
Introduction to Drug Therapy	MEA 150	Eligibility for ENG 101. Students cannot receive credit for both HTH 130 and MEA 150	2
Clinical Skills 3 - Clinical Techniques ¹	MEA 210	MEA 110 and Eligibility for ENG 101	3
Intro to Healthcare Management	HMC 103		2
Health Insurance Reimbursement & Computerized Billing	HMC 104		4
Clinical Skills 2 - Phlebotomy	MEA 108		1
Human Anatomy, Physiology & Disease Processes	HMC 107		4
Career Development	MEA 225		4
Medical Law & Ethics	HTH 220		3
Total Credits			29

NOTES

¹Uniforms will be required for the following courses: MEA 108, MEA 125, MEA 210.
MEA 225 is the last course to be taken.

²Additional Course Fee: \$15.00 Malpractice Insurance (The fee is subject to change.)