



MEDICAL ASSISTING • Certificate

ACCREDITED BY THE COMMISSION ON ACCREDITATION OF ALLIED HEALTH PROGRAMS (CAAHEP)
LOWELL CAMPUS - DAY

✓	COURSE #	COURSE TITLE	CREDITS	PREREQUISITES
_____	MAS 101	Medical Terminology	3	
_____	MAS 102	Administrative Medical Assisting	4	CAP 101 or equivalent
_____	MAS 103	Basic Clinical Skills	3	
_____	MAS 104	Transcription for Medical Assistants	1	Corequisite: MAS 101
_____	MAS 120	Medical Care in Health and Disease	3	
_____	MAS 121	Clinical Laboratory Techniques	3	
_____	MAS 122	Clinical Skills for Specialized Procedures	3	
_____	MAS 201	Medical Assisting Externship	3	MAS 102, MAS 103, MAS 122, Corequisite: MAS 121
_____	ENG 101	English Composition I	3	C- in ENG 071 or eligible for ENG 101 and placement above or successful completion of ENG 060
_____	PSY 101	Introduction to Psychology	<u>3</u>	Eligible for ENG 101 and ENG 060 or higher placement and*
			29	

*Permission of instructor

Standard/Technical Skills Notice: To view a list of standard and/or technical skills required for performing duties in various health career fields, visit the Middlesex Community College Health Division website (www.middlesex.mass.edu) or the Student Information Centers. These skills are not conditions for admission to MCC programs, but do indicate abilities and characteristics necessary for successful completion of college Health programs, and to perform the duties of the career upon graduation.

Special Requirements for Medical Assisting Certificate: In clinically related courses, students must receive a C or better to remain in the program.

Admission Information

Required Prerequisite Courses: Completion of BUS 105 (Keyboarding) or a high school keyboarding class or equivalent. Completion of CAP 101 (Microcomputer Applications) or a high school computer applications course or equivalent.

Required Testing: Current scores on the college placement testing of ENG 101, MAT 070, and a reading score of 68.

Required Documents: Admission Application, Admission Requirement Certification Form

Deadline: Priority consideration is given to applications, including all requirements, received by March 30.

Admission Notes: Currently enrolled MCC students applying to Medical Assisting are required to have at least a cumulative 2.0 GPA.

Requirements after Admission to Medical Assisting: Submit the Student Health Record form, provided by Middlesex Community College, to the Health Service Office. Required documentation of health status includes a completed physical examination, proof of immunization against measles, mumps, rubella, tetanus-diphtheria and Hepatitis B (three-dose vaccine series). Documentation of immune titer for varicella is also required. Earn certification in CPR at the Health Care Provider level which is valid for the entire academic year.

Note: In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. The outcome of the CORI/SORI check may impact the student's ability to participate in clinical courses. (See page 151 for details.)

Program Description:

The Medical Assisting Certificate program is designed for students who wish to enter the profession of medical assisting. Graduates can enter the job market after completing the required 29 credits or remain at the college to meet additional requirements for an Associate in Science degree in Medical Assisting. Students acquire the skills required to function as members of a health-care delivery team, and to perform clinical and administrative procedures. The Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org), on recommendation of the American Association of Medical Assistants Endowment (AAMAE). The Commission on Accreditation of Allied Health Education Programs is located at 1361 Park St., Clearwater, FL 33756, 727-210-2350. Graduates are eligible to take the national certification exam given by the American Association of Medical Assistants.

Career and Transfer Outlook:

Graduates are ready for entry-level employment in various outpatient settings, including hospital clinics, group and individual physicians' practices, chiropractor and podiatrist offices. After completing the certificate program, graduates may take additional courses at Middlesex Community College to meet the requirement for the Associate in Science degree program in Medical Assisting. Students will not be accepted to the A.S. in Medical Assisting program until they have completed the Certificate in Medical Assisting.

Helpful Hints:

Only general education courses such as English Composition, Introduction to Psychology, etc. can be expected to transfer to other colleges.

Clinical Standards: Students enrolled in the Medical Assisting program must demonstrate a satisfactory level of performance in clinical settings in order to remain in the program. See page 169 for additional information.

Program Outcomes:

- Graduates of the Medical Assisting Certificate program are prepared to:
- Use the knowledge and skills of the profession in order to function effectively as an entry-level medical assistant;
 - Communicate verbally and in writing with patients and colleagues, to produce medical reports and error-free letters, to utilize technology to record clinical, financial and demographic data, to calculate account balances and to find and evaluate appropriate scientific information related to current medical practice;
 - Demonstrate empathy and caring for diverse populations, to maintain patient confidentiality as required by federal HIPAA regulations, and to practice within the ethical and legal guidelines appropriate for the profession of medical assisting.