Medical Assisting
Certificate And Associate Degree

Program Information and Admission Requirements

The Medical Assisting Certificate is Accredited by the Commission on Accreditation of Allied Health Programs

Application Deadline: Priority consideration is given to applications, including all requirements, received by November 30, 2015 for Spring 2016 and March 30, 2016 for Fall 2016. Applications received after the deadline date will be considered on a space available basis.

Special Note Regarding Residency: Non-Massachusetts residents will be admitted on a space available basis only.
Program Description
The Medical Assisting Certificate program permits students to concentrate on coursework with the goal of entering the job market after completing the required 29 credits. Students acquire the skills required to function as members of health care delivery teams, and to perform clinical and administrative procedures. The Medical Assisting certificate is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, 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. Many graduates of the certificate program return to Middlesex and apply all the credits previously earned to the associate degree.

Standard Skills for Medical Assisting
The following is a list of standard and/or technical skills required for performing duties in the Medical Assisting field. These skills are not conditions for admission to the program, but do indicate abilities and characteristics necessary for successful completion of the Medical Assisting program, and to perform the duties of the career upon graduation.

- Perform for a prolonged period without breaks, e.g., typical shift of eight hours.
- Assist patients to assume various positions for examination, to get dressed, to get on and off exam table.
- Move/operate patient conveyance devices and equipment such as stretchers, wheelchairs and monitors.
- Respond appropriately to sounds, i.e. patient voice, movements and distress behaviors at a normal conversational volume. Respond appropriately to equipment signals such as sound and light.
- Manipulate dials, levers, keyboard devices, plugs and other switches/devices associated with medical equipment and office procedures.
- Lift and carry twenty pounds of weight for a short distance.
- Respond to directions and requests in conversation, by telephone or other electronic communication devices.
- Differentiate colors and shades on dipsticks and compare them to charts.
- Use a microscope.
- Manipulate syringes, needles and other invasive devices.
- Read small print (e.g., example on tubes, vials, package inserts, etc.)
- Record patient history, vital signs and other information.
- Use a keyboard to enter data.
- Palpate pulses and veins to perform venipuncture.
- Wear personal protective equipment, such as surgical gloves, goggles and face shields.

Getting Started
Review and follow the Medical Assisting Admission Requirements Certification form to ensure that you have met the admission criteria listed below:

- Completion of CAP 101, Microcomputer Applications, or a high school computer applications course or equivalent.
- Receive minimum placement test scores of ENG 101, MAT 070 or completion of Modules 1-4 and a Reading score of 68 on a current Middlesex College Placement Test.

Submitting a Complete Application

- A signed Medical Assisting Admission Requirements Certification Form
- A completed Middlesex Community College Application
- Official High School Transcript (required only for documentation of required prerequisite courses)
- Official College Transcripts (required from all colleges attended, except Middlesex Community College)
**Admission Information**

The availability of appropriate clinical placement sites, an integral component of the program, requires us to limit admission. The Admission committee will review applications in their entirety. Academic history will also be considered and students are required to have a minimum cumulative 2.0 GPA. Non-Massachusetts residents will be admitted on a space available basis only.

**Requirements After Admission to Medical Assisting Certificate Program**

- Students must submit the Student Health Record form, provided by Middlesex Community College, to the Center for Health & Wellness. Required documentation of health status includes a completed physical examination, a two-step Mantoux (TB/PPD) skin test or blood test (T-Spot or Quantiferon Gold) for tuberculosis, a color deficiency test, proof of immunization against Measles, Mumps, Rubella, Hepatitis B, Varicella, and one lifetime dose of TDAP (Tetanus/Diphtheria/Acellular Pertussis – after 2006).
- Earn and submit a current certification in CPR at the Health Care Provider-level (offered monthly at MCC) which is valid for the entire academic year and renewed annually.
- **Students must have transportation available to them for travel to the program’s internships.**
- Science courses must be taken within 5 years of entrance to the program to be accepted for credit toward the Medical Assisting Certificate.
- 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 the Academic Catalog for additional information.
- Students must receive a C or better in clinically related courses to remain in the program.
- **Students must complete the Medical Assisting Certificate program and placement above or completion of MAT 080-Algebra II or Preparation for College Math before entering the Medical Assisting Associate in Science degree program.**

**Criminal Offender Record Information and Sex Offender Registry Information Checks**

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. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth’s Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth’s Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College’s CORI/SORI check process, please contact MCC’s Human Resources Department at 781-280-3532.

**Services Available to Middlesex Community College Students**

Advising is available in our Academic Planning Centers. Academic advising is a valuable service, since all applicants are responsible for fulfilling the precise requirements of the program in order to be considered for admission. Advising appointments made be made by calling 1-800-818-3434.

Students are encouraged to apply for Financial Aid to help meet the expenses of attending college. The Financial Aid office packages awards for each student, based upon the student’s eligibility and financial need, fund restrictions and fund availability. General information is available at the Student Information Centers, or by calling the Financial Aid Offices in Bedford 781-280-3650 or Lowell 978-656-3242.
### Medical Assisting Certificate Curriculum

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting Lab</td>
<td>MAS 099</td>
<td>0</td>
<td>Corequisite: MAS 103</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>MAS 101</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Administrative Medical Assisting</td>
<td>MAS 102</td>
<td>4</td>
<td>CAP 101 or equivalent</td>
</tr>
<tr>
<td>Basic Clinical Skills</td>
<td>MAS 103</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Electronic Health Records</td>
<td>MAS 105</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Medical Care in Health &amp; Disease</td>
<td>MAS 120</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Clinical Laboratory Techniques</td>
<td>MAS 121</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Clinical Skills for Specialized Procedures</td>
<td>MAS 122</td>
<td>3</td>
<td>Corequisite: MAS 099</td>
</tr>
<tr>
<td>Medical Assisting Externship</td>
<td>MAS 201</td>
<td>3</td>
<td>MAS 102, MAS 103, MAS 122, Corequisite: MAS 121</td>
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</tbody>
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**Note: Lab will be held for 3 hours first and second semester.**

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<tr>
<td>English Composition I</td>
<td>ENG 101</td>
<td>3</td>
<td>Completion of ENG 070 or ENG 071 with a C- or better and completion of ENG 060; or placement by exam</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>PSY 101</td>
<td>3</td>
<td>Eligible for ENG 101</td>
</tr>
</tbody>
</table>

Total credits 29

### Medical Assisting Associate Degree Curriculum

These courses are in addition to the courses listed in the Medical Assisting Certificate Curriculum

<table>
<thead>
<tr>
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<th>Credits</th>
<th>Prerequisites</th>
</tr>
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<tbody>
<tr>
<td>English Composition II</td>
<td>ENG 102</td>
<td>3</td>
<td>C- in ENG 101</td>
</tr>
<tr>
<td>An Introduction to Literature</td>
<td>BIO 102</td>
<td>3</td>
<td>ENG 060 or higher placement</td>
</tr>
<tr>
<td>Basic Anatomy &amp; Physiology</td>
<td>CAP 101</td>
<td>3</td>
<td>ENG 060 or higher placement and either taking, having successfully completed or tested out of ENG 071 and MAT 070 or completing modules 1-8 in preparation for College Math</td>
</tr>
<tr>
<td>Microcomputer Applications</td>
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Business Elective

Humanities Elective

General Education Elective** or

Occupational Elective

General Education Elective** or

Occupational Elective

General Education Elective** or

Occupational Elective

General Education Elective**

Mathematics elective*

Social Science elective*

Total credits 60-62

*Completion of Modules 1-8 in MAT 001 and/or MAT 002 will NOT satisfy this requirement

**If Math, completion of Modules 1-8 in MAT 001 and/or MAT 002 will NOT satisfy this requirement

*Fulfills the Core Curriculum

**Program Coordinator:** Claudia Guillen, R.M.A., R.N., B.S.N., Nursing, University of Massachusetts Boston
Registered Medical Assistant, Registered Nurse.