



MEDICAL ASSISTANT CERTIFICATE

The Medical Assistant Certificate is an intense course of study, divided into two primary areas in order to prepare students with the skills necessary for entry-level jobs in medical settings. Students are prepared to work in ambulatory medical settings such as physicians' offices, clinics, and surgical centers; they function as members of the health care delivery team and perform administrative and basic clinical procedures. Certification is acquired following national testing after each course.

MEDA 1505 – Medical Office Assistant, 5 credits; fall semesters only

This course gives students a foundation in practice within a medical office. Students are introduced to the foundational concepts of professionalism and professional practice, law and ethics in health care, medical office administrative procedures, medical terminology, and medical office finances. Students will also complete 72 hours of practicum in a medical office setting and experience the administrative concepts of customer service, medical reception, medical business practices, establishing medical records, scheduling appointments, practice finances, and office etiquette. At the end of the course, students are eligible to sit for the national certification exam of medical office assistants. This course is offered in the fall semester.

MEDA 1600 – Clinical Medical Assistant, 9 credits; spring semesters only

This course provides both foundational and practical application of practice within a medical office. Students will be introduced to the clinical concepts of patient intake and discharge, preparation for the physical exam, collecting and processing specimens, and medication administration. As part of the training, students will complete 164 hours of clinical hours assisting a provider with medical/surgical procedures. At the end of the course, students are eligible to sit for the national certification exam of medical office assistants. This course is offered in the spring semester.



Estimated Course Costs (subject to change):

Fall Semester	Spring Semester
<p>MEDA 1505 Medical Office Assistant</p> <p>Tuition for 5 credit hours – varies by residency</p> <p><u>Plus:</u> \$310 Lab Fees</p> <ul style="list-style-type: none"> • Lab fee includes national certification exam and study prep materials for certification exam 	<p>MEDA 1600 Clinical Medical Assistant</p> <p>Tuition for 9 credit hours – varies by residency</p> <p><u>Plus:</u> \$406 Lab Fees</p> <ul style="list-style-type: none"> • Lab fee includes national certification exam and study prep materials for certification exam

Other Course Requirements and Estimated Costs (subject to change):

- Health Center 21 License: \$105.00
- Uniforms –scrubs: top and pants (navy): \$80-100.00/set
- Name Tag: \$16
- Stethoscope: \$50 (MEDA 1600 only)
- Fingerprinting and Background Check, TB test, BLS class, Drug screen: costs vary