

# MEDICAL ASSISTANT CERTIFICATE

The Certified Medical Assistant is one of the most sought after careers in the healthcare field as a result of the diversity in the skill preparation. The Medical Assistant's skills are utilized in both the administrative and clinical aspects of the medical office. Phlebotomy, medication administration and surgical assisting are among the many clinical skills acquired in the Medical Assisting Program. Some of the administrative skills a Medical Assistant may perform are: health insurance verification, insurance processing, patient scheduling and the entering of data into the Electronic Medical Record. The Glen Oaks Community College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Commission on Accreditation of the Allied Health Programs is located at:

9355 113th St. North 7709  
Seminole, FL 33772  
Phone: 727-210-2350

Graduates of the accredited program are eligible to sit for the national certification examination. Passing the examination allows the graduate to become a Credentialed Medical Assistant. The Medical Assistant can further his or her education by earning an Associate of Applied Science in Allied Health. The Medical Assistant Certificate is a competency-based program of study. Students who complete the Medical Assistant Certificate requirements will sit for the RMA (AMT) exam offered at the college.

**Note: Placement Evaluation** required prior to admission into the Medical Assistant program

## Medical Assistant Information and Accreditation

Medical assistants help physicians and other health care professionals examine and treat patients, as well as perform routine tasks needed to keep a medical office running efficiently. They measure vital signs, help patients feel comfortable in the doctor's office, document patient history, and often explain the doctor's instructions. Jobs are available in physician offices, hospitals, outpatient or health care facilities, such as specialty offices and clinics. Work ranges from answering phones, greeting patients and scheduling appointments to taking medical histories, performing basic laboratory tests and administering medications, assisting the physician with minor surgical procedures, and removing sutures and changing dressings. Requirements of the role include knowledge of medical terminology, communication skills, technical skills and office management skills. The ability to maintain confidentiality is a must, as medical assistants deal with sensitive patient data.

## Program Outcomes

1. Demonstrate cognitive, psychomotor and affective learning skills.
2. Demonstrate competent professional communication skills.
3. Think critically in solving problems and applying knowledge in practicing medical assisting.
4. Apply and improve upon classroom and lab experiences in the clinical setting.

## Program Information

The goal of this program is to prepare entry-level medical assistants who are competent in both administrative and clinical duties. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The Medical Assistant Certificate is diverse and flexible.

## Is this for me?

Consider a career in medical assisting if you enjoy helping people during stressful times in their lives and can move seamlessly between being hands-on with patients and handling phones and paperwork.

## Employment Outlook

Apply your certificate toward a degree This certificate can be applied toward the Associate of Applied Science in Allied Health degree, for those seeking increased responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital-based clinics, hospitals and small health care businesses.

According to the Bureau of Labor Statistics Occupational Outlook Handbook, the 2023 median salary for medical assistants was \$44,200 per year or \$21.25 per hour. The Bureau of Labor Statistics predicts a 15% growth in employment of medical assistants from 2023 to 2033, much faster than the average for all occupations. The projected numeric change in employment from 2022-2033 is expected to be about 118,000 openings for medical assistants. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. Medical assistants who earn certification and have familiarity with electronic health records (EHRs) may have better job prospects.

## Medical Assistant Accreditation

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"The goal of the Glen Oaks Community College Medical Assistant Program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

# Requirements

Code	Title	Credits
<b>Required Coursework</b>		<b>31.00</b>
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING <sup>1</sup>	
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF <sup>1</sup>	
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL <sup>1</sup>	
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH <sup>1</sup>	
ALH-218	MEDICAL TERMINOLOGY	
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	

ALH-238	MEDICAL ASSISTANT EXTERNSHIP <sup>1</sup>
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY <sup>1</sup>
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS <sup>1</sup>
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH
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<b>Total Credits</b>	<b>31.00</b>

<sup>1</sup> Course has prerequisite(s)

1. The student will apply for the Medical Assistant Certificate program after meeting with the Director of Allied Health where program requirements and the guided pathway are discussed with the student for successful completion of the program.
2. The student must maintain a GPA of 2.0 in all ALH courses.
3. Qualification for the practicum requires the student to have completed with an overall 2.0 GPA or above.
4. Glen Oaks will pay for the student to sit for the CMA (AAMA) or RMA (AMT) credentialing exam. This is only for the first attempt at a credentialing exam and if a student fails their first attempt, they will be responsible to pay for subsequent attempts.

**Note:** No course below 100 level will be applied to this certificate.

Tuition is calculated by contact hours per semester.

Current/Updated: 07/22/2022

Course	Title	Credits
<b>Fall 1</b>		
ALH-120	ADMIN I COM & BUS PRACTICES IN MED OFF	3.00
ALH-218	MEDICAL TERMINOLOGY	3.00
ALH-225	SURVEY OF BODY SYSTEMS & DISEASE COND	3.00
ALH-130	ADMIN II FINANCIAL BUS PRAC IN MEDICAL	3.00
ALH-245	FUNDAMENTAL CLINICAL OFFICE SKILLS	4.00
ALH-252	ETHICAL & LEGAL PRAC IN ALLIED HEALTH	2.00
<b>Credits</b>		<b>18.00</b>
<b>Winter 1</b>		
ALH-112	EMERGENCY RESPONSE/PATIENT INTERVIEWING	3.00
ALH-140	TOPICS IN PHARMACOLOGY & APPLIED MATH	3.00
ALH-241	LABORATORY PROCEDURES & PHLEBOTOMY	4.00
ALH-238	MEDICAL ASSISTANT EXTERNSHIP	3.00
<b>Credits</b>		<b>13.00</b>
<b>Total Credits</b>		<b>31.00</b>