

CERTIFICATE OF ACHIEVEMENT

As a medical assistant, you will be a multi-skilled professional, dedicated to assisting in patient care management. You will be trained to perform administrative and clinical/laboratory duties and may manage emergency situations, facilities, and/or personnel. The clinical duties of medical assistants include preparing patients for examinations and treatments; taking vital signs and medical histories, sterilizing instruments; performing diagnostic tests and basic laboratory procedures; and assisting the physician with examinations and minor office surgery. Administrative duties include scheduling and receiving patients; obtaining patient data; establishing and maintaining confidential medical records; handling telephone calls, preparing correspondence and reports; purchasing supplies and maintaining equipment; and assuming responsibility for the daily office business.

The Medical Office Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Curriculum Review Board of The American Association of Medical Office Assistants Endowment (CRB-AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

STUDENT LEARNING OUTCOMES – Graduates of this program will have the opportunity to:

- Demonstrate competencies necessary to challenge the Certification Examination (CMA).
- Demonstrate the skills and abilities necessary to find employment in the field or continue with their education in pursuit of a degree.
- Demonstrate entry level competencies as defined by the American Association of Medical Assistants.

GENERAL EDUCATION REQUIREMENTS (3 Credits):

	CR	SEMESTER
COMMUNICATIONS: ENG 100, 101, 113	3-5	_____

SPECIAL PROGRAM REQUIREMENTS (39 Credits):

	CR	SEMESTER
CLS 130B Laboratory Procedures for Medical Office Assistants	2	_____
CLS 131B Applied Laboratory Procedures for Medical Office Assistants	1	_____
COT 127B Microsoft Office for Offices	3	_____
HIT 102B Coding for Medical Offices	2	_____
HIT 106B Healthcare Reimbursement	2	_____
HIT 118B Language of Medicine	3	_____
MOA 101B Introduction to Medical Assisting	3	_____
MOA 106B The Body in Health and Disease I	3	_____
MOA 107B Medical Assistant Techniques	4	_____
MOA 108B The Body in Health and Disease II	3	_____
MOA 110B Clinical Assistant Techniques	4	_____
MOA 120B Medical Office Management	3	_____
MOA 130B Clinical Externship	3	_____
MOA 131B Externship Seminar	1	_____
MOA 195B Selected Topics in Medical Assisting	2	_____

Computation included in MOA 107B, 110B, 120B

Human Relations included in MOA 101B, 120B

42
Total Credits

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.