MEDICAL ASSISTING, ASSOCIATE OF APPLIED SCIENCE

The Medical Assistant is a multi-skilled professional who assists the physician with the administrative and clinical aspects of patient care. The program includes courses in administrative, clinical, and communication skills; ethical and legal standards of medical practice; and a "hands on" clinical practicum experience. Graduates are eligible to take the National Certifying Examination given by the American Association of Medical Assistants (AAMA).

Program contact: Learn more

This degree program contains one or more embedded certificates which will be automatically awarded when the certificate requirements are completed. If you do not want to receive the embedded certificate(s), please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

Learn more about how certificate credits apply to the related degree.

Related Degrees and Certificates

- Medical Assisting, Certificate of Proficiency
- Medical Administrative Specialist, Certificate of Proficiency
- Laboratory Phlebotomy, Short-Term Certificate
- Medical Billing Specialist, Short-Term Certificate

Related Training and Credentials

- State-Tested Nursing Assistant
- State-Tested Nursing Assistant (Accelerated)
- Community Health Worker
- Comprehensive Patient Access Specialist

Program Admission Requirements

Application may be submitted to the Health Careers Enrollment Center while meeting the following requirements:

- Students must request an application packet from the Health Careers Enrollment Center (216-987-4247) for comprehensive admissions information.
- High School Diploma/GED
- GPA required: 2.00 overall
- Non-native English speaking applicants: Admission into Cuyahoga Community College is premised on a complete and accurate initial application to the College, including, if applicable, proof of English Language Proficiency Requirements for admission as indicated on the English Language Proficiency Requirements for Admissions to the College, and available on the web at: http://www.tri-c.edu/get-started/international-students/english-language-proficiency-requirements-for-admission.html
  To be accepted into any selective admission programs, students must successfully complete English as a Second Language (ESL) course/s, as referenced above, if deemed necessary by the College at the time of enrollment. Admission is conditioned upon achieving the necessary grade point average (GPA), English language proficiency requirements and any specific pre-requisite courses, and by meeting program accreditation or licensing requirements as evidenced in the Program Handbook for the specific program.
- Completion of the following courses with a grade of “C” or higher:

Code	Title	Credit Hours
MATH-0955	Beginning Algebra (or eligibility for MATH-1190 or higher)	6
Select one of the following:		2-3
MA-1010	Introduction to Medical Terminology	
MA-1020	Medical Terminology I	
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Select one of the following:		3
IT-109H	Honors Computer Applications	
IT-1090	Computer Applications	

Other Information

- 15 students per semester per campus accepted per year
- Criminal background check required
- Students in the medical assisting program must achieve a grade of “C” or higher in all program required courses.

Program Learning Outcomes

This program is designed to prepare students to demonstrate the following learning outcomes:

a. Identify, administer and document medications based on usage outcomes, side effects and according to the principles of the six rights.
b. Collect, process and test diagnostic specimens and document follow-up on results.
c. Apply current up-to-date quality control and safety principles in the workplace.
d. Skillfully perform and document routine clinical procedures according to office protocol.
e. Perform and document routine administrative procedures according to office protocol.
f. Effectively apply verbal, nonverbal and written communication principles and skills in the workplace.
g. Maintain ethical standards and confidentiality for patient privacy and practice integrity.
h. Demonstrate professional work ethics with efficient use of multitasking skills, technology, time management, self management and teamwork.

i. Effectively utilize an EMR program for documentation and insurance purposes.
j. Identify medical law and regulatory guidelines as it pertains to the ambulatory setting.

Suggested Semester Sequence

Summer Start		Credit Hours
MA-1010	Introduction to Medical Terminology [1]	2
MATH-1190	Algebraic and Quantitative Reasoning (or higher Approved Ohio Transfer 36 Mathematics course)	3
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Select one of the following:		3
IT-109H	Honors Computer Applications	
IT-1090	Computer Applications	
	Credit Hours	**11**
First Semester		
BIO-1050	Human Biology [2]	3
BIO-105L	Human Biology Laboratory [2]	1
MA-1503	Administrative Procedures for the Medical Office	2
MA-1321	Medical Office Laboratory Procedures	2
MA-132L	Medical Office Laboratory Procedures	1
MA-1403	Basic Clinical Medical Assisting	1
MA-140L	Basic Clinical Medical Assisting Lab	1
MA-150L	Administrative Procedures Laboratory	1
MA-1600	EKG - Electrocardiogram Fundamentals	1
	Credit Hours	**13**
Second Semester		
DIET-1200	Basic Nutrition	3
EMT-1310	Cardiopulmonary Resuscitation	1
MA-2110	Reimbursement for Physician Services	2
MA-2413	Advanced Clinical Medical Assisting	3
MA-241L	Advanced Clinical Assisting Lab	1
MA-2420	Medical Assisting Certification Exam Review	1
MA-2860	Medical Assisting Practicum	2
MA-2980	Medical Assisting Seminar	1
	Credit Hours	**14**
Third Semester		
COMM-1000	Fundamentals of Interpersonal Communication	3
HTEC-1120	Critical Thinking in Healthcare	1
HIM-1113	Physician Office Coding with Current Procedural Terminology (CPT) Coding	2
HIM-1114	Medical Office Coding with ICD-10-CM	3
Select one of the following:		3
ENG-1020	College Composition II	
ENG-102H	Honors College Composition II	
Select one of the following:		3
PSY-1010	General Psychology	
PSY-101H	Honors General Psychology	
	Credit Hours	**15**
Fourth Semester		
BADM-1301	Small Business Management	3
LP-1300	Introduction to Blood Collection	3
LP-1850	Laboratory Phlebotomy Practicum	2
LP-2970	Advanced Phlebotomy Seminar	1
PSY-2120	Multicultural Health Psychology	3
	Credit Hours	**12**
	Total Credit Hours	**65**

[1] MA-1020 Medical Terminology I will be accepted in place of MA-1010 Introduction to Medical Terminology
[2] BIO-2331 Anatomy and Physiology I and BIO-2341 Anatomy and Physiology II together will be accepted in place of BIO-1050 Human Biology and BIO-105L Human Biology Laboratory.

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.