

# MEDICAL ASSISTING, CERTIFICATE OF PROFICIENCY



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 in the health care industry. The Medical Assisting Certificate program is two semesters in length for full time students. Graduates of the one-year program are eligible to take the National Certification Examination given by the American Association of Medical Assistants.

Cuyahoga Community College Medical Assisting Certificate of Proficiency is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

**Program contact:** Learn more

**This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at [RegistrarOffice@tri-c.edu](mailto:RegistrarOffice@tri-c.edu).**

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

## Program Admission Requirements

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

- High School Diploma/GED
- Completion of ENG-1010 College Composition I with a "C" grade or higher.
- Eligibility to enroll in a co-requisite pairing of MATH-0930 Essential Skills for Algebraic & Quantitative Reasoning and MATH-1190 Algebraic and Quantitative Reasoning; or qualifying math placement to enroll in MATH-1190 Algebraic and Quantitative Reasoning
- Completion of HTEC-1050 Introduction to Medical Terminology or HTEC-1060 Medical Terminology I with a "C" grade or higher.
- 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.

## Other Information

- 15 students admitted per campus per semester.
- All students enrolled in Health Career and Nursing programs requiring off campus clinical experiences are required to complete a criminal background check that includes fingerprinting and a court search. Reports from the background checks will be sent to the Associate Deans of Health Careers at the campus of their program or the Assistant Dean of Nursing. Please be assured that this information will be kept confidential.

## Program Learning Outcomes

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

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

## Suggested Semester Sequence

Program Admissions Requirements Semester		Credit Hours
ENG-1010	College Composition I	3
Select one of the following		2-3
HTEC-1050	Introduction to Medical Terminology	
HTEC-1060	Medical Terminology I	
<b>Credit Hours</b>		<b>5-6</b>
<b>First Semester</b>		
BIO-1050	Human Biology <sup>1</sup>	3

BIO-105L	Human Biology Laboratory	1
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-1503	Administrative Procedures for the Medical Office	2
MA-150L	Administrative Procedures Laboratory	1
MA-1600	EKG - Electrocardiogram Fundamentals	1
<b>Credit Hours</b>		<b>13</b>
<b>Second Semester</b>		
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-2861	Medical Assisting Practicum and Seminar	2
<b>Credit Hours</b>		<b>13</b>
<b>Total Credit Hours</b>		<b>31-32</b>

<sup>1</sup> BIO-2331 Anatomy and Physiology I & BIO-2341 Anatomy and Physiology II together will be accepted in place of BIO-1050 Human Biology & 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.