

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. The five-year weighted average for Retention/ Graduation of the Certificate of Proficiency in the Medical Assisting Program at Cuyahoga Community College, Cleveland, OH is 95%, based on the most recent Annual Report Form submitted to the Medical Assisting Education Review Board (MAERB) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Cuyahoga Community College Medical Assisting Certificate of Proficiency is accredited by the Commission on Accreditation of Allied Health Education Programs (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

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.

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.
- Completion of MATH-0955 Beginning Algebra or higher with a "C" grade or higher or appropriate Math Placement Score.
- Completion of MA-1010 Introduction to Medical Terminology or MA-1020 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.
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
MA-1010	Introduction to Medical Terminology	
MA-1020	Medical Terminology I	
Credit Hours		5-6

First Semester

BIO-1050	Human Biology ¹	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
	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
	Total Credit Hours	32-33

¹ 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.