

# Medical Assistant Certificate

[Medical Assistant Degree Audit](#)

[Medical Assistant Policy Manual](#)

## **1<sup>st</sup> Semester MA Advisement**

- BIO130 Anatomy & Physiology I (3 cr.) Weeks 1 - 5
- BIO130L Anatomy & Phys. I Lab (1 cr.) Weeks 1 - 5
- BIO119 Medical Terminology (3 cr.) Weeks 1 - 5
- BIO131 Anatomy & Physiology II (3 cr.) Weeks 6 - 10
- BIO131L Anatomy & Phys. II Lab (1 cr.) Weeks 6 - 10
- MAS134 Orientation to Medical Assisting (2 cr.) Weeks 6 – 10
- MAS233 Medical Assistant Diagnostic & Clinical Lab. Procedures. (3 cr.) Weeks 6 - 10

## **2<sup>nd</sup> Semester MA Advisement**

- HIT119 Outpatient Coding, Classification & Reimbursement II (3 cr.) Weeks 1 - 5
- MB213 Medical Office Systems & Procedures (4 cr.) Weeks 1 - 15
- MAS232 Medical Assistant Clinical Procedures (4 cr.) Weeks 1 - 15
- HIT218 Healthcare Reimbursement (3 cr.) Weeks 6 - 10
- PH205 Ethics in Health Care (3 cr.) Weeks 11 - 15

## **3<sup>rd</sup> Semester or Summer Session I MA Advisement**

- MAS235 Medical Assistant Clinical Seminar & Externship (4 cr.) Weeks 1 - 5

## **General MA Advising Information**

- All admitted students need to attend the MA program orientation day (both 1<sup>st</sup> year and 2<sup>nd</sup> year students) held the week prior to semester start each fall. Students will discuss program policies and complete annual HIPAA & OSHA requirements.
- All students MUST be CPR/AED Certified prior to entering the clinical setting and MUST MAINTAIN certification throughout the duration of the clinical externship experience.
- Encourage students to attend weekly Open Labs to hone skills.
- MAS235 Externship required 160 hours in the field.
- Students take a certification exam after graduation
- Any absence in excess of 2 days (legal or not) will result in failure due to excessive absence (FX). Please refer to the MA Policy Manual for further details.
- Students may register for the Mercy Action Project in any semester as long as the requirement is completed prior to graduation.

## **MA Progression Policy**

- Maintain a minimum grade of C (2.0) or better in all courses.