

Medical Assistant Certificate (MAC)

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Medical assistants are multi-skilled professionals who perform administrative, clinical, and management functions in medical practice organizations. The Medical Assistant certificate prepares students to work in physicians' offices providing patient care, performing administrative tasks, and managing the medical office. Job responsibilities may include:

- Administrative tasks such as scheduling appointments, handling correspondence, maintaining and filing patient records, billing, bookkeeping, and completing insurance forms
- Clinical tasks including taking and recording medical histories, preparing patients for examinations, assisting with examinations and office surgeries, measuring vital signs, performing therapeutic and diagnostic tests, and giving injections
- Management tasks related to patient care, office personnel, and physician time

Medical Assistant students complete supervised clinical practice to develop their medical assisting competencies. Students who complete the program successfully are eligible to take the examination to become a Certified Medical Assistant (CMA).

The Medical Assistant certificate is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org (<http://www.caahep.org>)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, phone: 727-210-2350.

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All certificate seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken at Cincinnati State.

Program Prerequisites: BIO 111 Biology: Unity of Life, PSY 110 Introduction to Psychology

Semester 1		Credits
MA 100	Clinical Procedures for Medical Assistants	4
MCH 100	Healthcare Informatics	2
MCH 104	Accelerated Medical Terminology	4
MA 105	Administrative Procedures for Medical Assistants	4
BIO 117	Human Body in Health and Disease	3
Semester 2		
ENG 101	English Composition	3
MA 110	Medical Office Laboratory Procedures	5
MA 115	Pharmacology for Medical Assistants	3
MA 120	Medical Office Insurance Coding and Billing	2
Semester 3		
MA 125	Externship and Seminar for Medical Assistants	4
PSY 225	Lifespan Development	3
Total Credits:		37