

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		Lec	Lab	Credits
MA 100	Clinical Procedures for Medical Assistants	3	3	4
MA 105	Administrative Procedures for Medical Assistants	2	4	4
MCH 100	Healthcare Informatics	2	0	2
MCH 104	Comprehensive Medical Terminology	3	0	3
BIO 117	Human Body in Health and Disease	3	0	3
Semester 2				
ENG 101	English Composition 1	3	0	3
MA 110	Medical Office Laboratory Procedures	3	4	5
MA 115	Pharmacology for Medical Assistants	3	0	3
MA 120	Medical Office Insurance Coding and Billing	2	0	2
Semester 3				
MA 125	Externship and Seminar for Medical Assistants	2	12	4
PSY 225	Lifespan Development	3	0	3
Total Credits:		29	23	36

Courses

MA 100 Clinical Procedures for Medical Assistants

4 Credits. 3 Lecture Hours. 3 Lab Hours.

A course on concepts and skills for assisting the physician in a clinical office setting. Topics include: infection control, patient preparation and history taking, assisting with examinations, preparing and maintaining the examination room, and assisting in medical specialty procedures and tests.

Prerequisites: Medical Assisting Program Chair consent

MA 105 Administrative Procedures for Medical Assistants

4 Credits. 2 Lecture Hours. 4 Lab Hours.

A course on concepts and skills for assisting in administrative areas of a medical office. Topics include: receiving patients, making appointments, handling mail and telephone communication, using medical office equipment, and maintaining equipment and supplies.

Prerequisites: Medical Assisting Program Chair consent

MA 110 Medical Office Laboratory Procedures

5 Credits. 3 Lecture Hours. 4 Lab Hours.

A course on concepts and skills for acquisition of samples and assessment of various diagnostic evaluations. Topics include: using laboratory equipment; maintaining quality assurance and quality control; collecting specimens; and carrying out procedures including hematology, serology, urinalysis, and chemistry.

Prerequisites: BIO 111, MA 100, MA 105 (minimum grade C for all)

MA 115 Pharmacology for Medical Assistants

3 Credits. 3 Lecture Hours. 0 Lab Hour.

A course on clinical drug therapy in relation to the role of the medical assistant. Topics include: principles, terminology, modes of administration, and mechanisms of action of the major drug groups; drug interactions; and administration of various injection routes.

Prerequisites: BIO 111, MA 100, MA 105 (minimum grade C for all)

MA 120 Medical Office Insurance Coding and Billing

2 Credits. 2 Lecture Hours. 0 Lab Hour.

A course on procedures and regulations related to bookkeeping, accounting, and insurance in the medical office setting. Topics include: using superbills; coding claims using CPT, ICD-9-CM, and HCPCS; electronic claims filing; and billing, collection, and reimbursement systems.

Prerequisites: MA 100, MA 105, MCH 100 (minimum grade C for all)

MA 125 Externship and Seminar for Medical Assistants

4 Credits. 2 Lecture Hours. 12 Lab Hours.

Students practice administrative and clinical skills during an unpaid experience in an ambulatory care setting. Students also prepare for the AAMA exam to become a Certified Medical Assistant.

Prerequisites: MA 110, MA 115, MA 120 (minimum grade C for all)

MA 198 First Year Special Topics in Medical Assisting

1-9 Credits. 0 Lecture Hour. 0 Lab Hour.

A course on selected topics related to Medical Assisting, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

MA 199 First Year Independent Project in Medical Assisting

1-9 Credits. 0 Lecture Hour. 0 Lab Hour.

A project related to Medical Assisting that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Medical Assisting faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

MA 298 Second Year Special Topics in Medical Assisting

1-9 Credits. 0 Lecture Hour. 0 Lab Hour.

A course on selected topics related to Medical Assisting, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

MA 299 Second Year Independent Project in Medical Assisting

1-9 Credits. 0 Lecture Hour. 0 Lab Hour.

A project related to Medical Assisting that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Medical Assisting faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section