

# 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, including 160 hours of unpaid practicum experience, 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 Cincinnati State Medical Assistant Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB).

The Commission on Accreditation of Allied Health Education Programs is located at 25400 US Highway 19 N., Suite 158 Clearwater, FL 33763. Phone 727-210-2350. Website: <http://www.caahep.org>.

The program's curriculum is guided by the standards developed by the Commission. The accreditation status means Cincinnati State has met the standards required of the profession and helps to assure the public that program graduates are competent clinicians. It also qualifies the College's Medical Assistant Certificate graduates to sit for the CMA (AAMA) certification examination.

Verification of accreditation can be viewed at the CAAHEP website: <https://www.caahep.org/Students/Find-a-Program.aspx>.

For more information, please contact the Health and Public Safety Division at (513) 569-1670.

To apply for this program at Cincinnati State, visit the Admissions (<http://www.cincinnati.edu/academics/admission/>) section of the College website.

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Semester 1		Lec	Lab	Credits
MA 100	Clinical Procedures for Medical Assistants	3	3	4

MA 109	Administrative Procedures, Coding, and Billing for Medical Assisting	2	0	2
MCH 104	Comprehensive Medical Terminology	3	0	3
BIO 117	Human Body in Health and Disease	3	0	3
ENG 101	English Composition 1	3	0	3
<b>Semester 2</b>				
MA 110	Medical Office Laboratory Procedures	3	4	5
MA 115	Pharmacology for Medical Assistants	3	0	3
PSY 110	Introduction to Psychology	3	0	3
MCH 100	Healthcare Informatics	2	0	2
<b>Semester 3</b>				
MA 125	Externship and Seminar for Medical Assistants	2	12	4

**Total** 27 19 32

**Credits:**

Some courses are offered in alternative versions identified with a letter after the course number-- for example, ENG 101 and ENG 101A.

- This curriculum displays only course numbers without the added letter.
- The alternative version, when available, meets the requirements of the course version without the added letter.

## Faculty

### Program Chair/Advisor

Patricia Christos, MA  
[patricia.christos@cincinnati.edu](mailto:patricia.christos@cincinnati.edu)

### Advisor

Athealia Bell, EdD  
[athealia.bell@cincinnati.edu](mailto:athealia.bell@cincinnati.edu)

## 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  
 Instructor Consent Required

### MA 109 Administrative Procedures, Coding, and Billing for Medical Assisting

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on administrative duties that may be performed by a Medical Assistant in a physician's office, receptionist area, or administrative area in a healthcare setting. Topics include: billing and coding procedures for the Medical Assistant.

Prerequisites: ENG 080 or appropriate placement  
 Instructor Consent Required

**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 109 and MA 115 (minimum grade C for both)