

Medical Assistant

Certificate

Program Code/CIP Code: MEDA.TCERTB/51.0801

Credits Required: 38

Division: Health Professions

Contact: medicalassistant@kckcc.edu

Accreditation: Commission on Accreditation of Allied Health Education Programs (CAAHEP)

The Medical Assistant Department is committed to providing a student learning environment which inspires life-long learning utilizing a spirit of inquiry to promote excellence in clinical competence, professional accountability, caring, and effective communication skills for a diverse student population. Upon completion of the program, students are eligible to challenge either the Certified Clinical Medical Assistant (CCMA), the Register Medical Assistant (RMA) exam, or Certified Medical Assistant (CMA).

The Medical Assistant program is designed to prepare students for entry-level positions in a medical facility. Clinical functions include taking vital signs and patient histories; assisting with exams, treatments, and office surgery; collecting specimens; sterilization procedures; basic first aid; and CPR. Administrative functions include scheduling and receiving patients; obtaining and maintaining patient data; completing insurance forms; arranging for hospital admission, billing, and collection; etc. Upon completion of the classroom portion of the program, students complete a 180 hour non-paid clinical experience (externship) in a medical office.

Requirements for admission to the program:

- This is a selective admission program. *Application to the program **does not** constitute admission.*
- Reading score of 65 or higher on the Accuplacer.
- Contact program for application, full requirements and program-specific advising.

Medical Assistant Requirements*

	Course	Credit Hours
ALHT 0127	Medical Terminology	3
MEDA 0105	Medical Administrative Aspects	4
MEDA 0115	Medical Professional Issues	2
MEDA 0130	Pharmacology Administration	2
MEDA 0150	Emergency Preparedness	1
MEDA 0160	Human Body	3
MEDA 0165	Patient Care	4
MEDA 0175	Advanced Patient Care	4
MEDA 0180	Billing and Coding	3
MEDA 0185	Laboratory Diagnostics	5
MEDA 0190	Pharmacology	3
MEDA 0195	Externship	4
*See course syllabi for Medical Assistant course prerequisites.		

Total Hours for a Medical Assistant Certificate	38
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