Degree Code: HCM-1201 Minimum GPA: 2.0 Minimum Hours: 32

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This one-year certificate program is designed to prepare the student to provide both administrative and clinical services in a medical office. Medical assistants have a moderate level of patient contact. The profession-specific duties of a medical assistant will vary depending on the legal requirements of the state and on-the-job training, skill level, and capabilities of the medical assistant. Administrative duties may include: managing the flow of patients in and out of the office, updating and filing medical records, filling out insurance information, arranging for hospital admission or laboratory services, and billing. Under the direct supervision of a licensed professional such as a physician, medical assistants also provide direct, hand-on patient care procedures. These procedures may include: monitoring vital signs, explaining treatment procedures, preparing patients for examinations, sterilizing instruments and/or performing routine laboratory procedures and electrocardiograms. See the Medical Assistant admission information in the college catalog.

For further information regarding the field of medical assistant, refer to the American Association of Medical Assistants website at [www.aama-ntl.org](http://www.aama-ntl.org).

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| --- | --- | --- | --- |
|  | 3 | BIO 212 | Anatomy & Physiology |
|  | 3 | HIT 100 | Medical Terminology |
|  | 3 | MA 100 | Medical Office Procedures |
|  | 3 | MA 101 | Patient Care I |
|  | 3 | MA 102 | Billing and Coding |
|  | 3 | MA 103 | Medical Law and Ethics |
|  | 3 | MA 104 | Professionalism and Safety |
|  | 3 | MA 105 | Patient Care II |
|  | 2 | MA 106 | Medical Assisting Pharmacology  |
|  | 4 | MA 107 | Lab Diagnostics |
|  | 2 | MA 108 | Internship |

**Possible Career Opportunities**

Possible Career Opportunities: Medical assistant. Major employers include community health providers, hospitals, and other healthcare facilities.

O\*NET Links: www.onetonline.org SOC Codes: 31-9092.00

I have received a copy and agree to follow this degree audit:

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_