

MEDICAL ASSISTANT (ITC)

Intermediate Technical Certificate

Career-Technical Program

Interest Areas: Healthcare

The Medical Assistant program prepares students to work as entry-level healthcare providers in settings such as physician's offices, health care clinics, and hospitals. The role of the medical assistant is to assist the physician and other professionals in managing the care of clients. Medical assistants are responsible for performing duties in the areas of office management, patient care, and collecting and processing laboratory specimens. Medical assistants work under the direct supervision of a physician or other designated professional.

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org (<https://caahep.org>)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Successful completion of the Medical Assistant Intermediate Technical Certificate program will result in eligibility to take the national (CMA) certification exam for medical assisting. Students are encouraged to continue their education by completing the Medical Assistant AAS degree.

This is a competitive entry program. For program specific requirements please refer to the program website.

Gainful Employment Information (<https://www.nic.edu/programs/ge/47-CC1/Gedt.html>)

Program Website (https://www.nic.edu/programs/viewprogram.aspx?program_id=47)

Program Requirements

Course	Title	Credits
Semester 1		
BIOL-175	Human Biology	4
MCTE-102	Computational Skills for Allied Health	3
	Credits	7
Semester 2		
CAOT-168	Integrated Medical Office Software	3
CAOT-179	Medical Terminology	2
MAST-100	Phlebotomy	2
MAST-101	Clinical Skills for Medical Assistants I	3
MAST-111	Administrative Skills for Medical Assistants I	3
PHAR-150	Introduction to Pharmacology	3
	Credits	16
Semester 3		
ALTH-107	Communication for Health Professionals	1
CAOT-186	Medical Coding	3
MAST-201	Clinical Skills for Medical Assistants II	3
MAST-205	Administration of Medications	3
MAST-211	Administrative Skills II	3

PSYC-101 or SOC-101	Introduction to Psychology or Introduction to Sociology	3
	Credits	16
Semester 4		
MAST-216	Medical Assistant Externship	5
ENGL-101	English Composition	3
	Credits	8
	Total Credits	47

Course Key



GEM



WCHE

AAS
Institutionally
Designated

Gateway



Milestone

Program Outcomes

Upon completion of the program, students will be able to:

- Describe the components of the healthcare industry.
- Describe the role of a medical assistant.
- Demonstrate professional behaviors.
- Demonstrate effective communication skills.
- Perform the administration duties of the medical assistant.
- Identify and communicate proper patient preparation for procedures and testing.
- Perform record processing and filing procedures.
- Maintain health care records.
- Demonstrate scheduling appointments and managing accounts receivable.
- Perform accounting services within the scope of the medical assistant role.
- Demonstrate use of legal concepts in the practice of the medical assistant.
- Perform inventories in medical office settings.
- Perform dosage computations.
- Demonstrate the application of the principles of health safety and infection control.
- Demonstrate preparation of treatment areas.
- Assist physician with physical examinations, diagnostic procedures and treatments.
- Perform specimen collection, handling and transport within OSHA Standards.
- Perform CLIA waived laboratory procedures.
- Identify instruments and materials used in Minor Office Surgeries.
- Perform parenteral administration medication.
- Identify how to respond to emergency situations.