

MEDICAL ASSISTING CERTIFICATE

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The Medical Assisting certificate prepares students as a multi-skilled healthcare professional who is qualified to perform administrative, clinical, and laboratory procedures within an outpatient health care environment. Medical assistants are the only Allied Health profession that are trained in both administrative and clinical skills.

Duties may include

As a medical assistant, you will be the health care provider's assistant, increasing productivity in the workplace and improving patient outcomes. Medical assistants are essential members of the health care team that work closely with providers in the offices in handling patient care.

Clinical Duties

- Take medical histories
- Measure and record patients' vital signs
- Prepare patients for examination, and explain treatment procedures to patients
- Assist the medical professional during exams and minor office surgeries
- Collect and prepare laboratory specimens, like drawing blood
- Perform basic laboratory tests
- Instruct patients about medications and special diets
- Prepare and administer medications as directed by a medical professional
- Authorize prescription refills as directed
- Remove sutures and change dressings
- In the state of Ohio, the medical assistant may also perform clinical duties as directed by a certified nurse practitioner and a physician assistant.

Administrative Duties

- Use clinical and computer applications
- Answer telephones, greet patients and schedule appointments
- Update and file patient medical records, typically in an electronic health record
- Apply medical codes to services and diagnoses
- Facilitate submission of insurance forms

- Arrange for hospital admissions, surgeries, imaging, and laboratory services
- Handle correspondence, billing, and bookkeeping
- Purchase supplies and maintain administrative and clinical equipment

With advanced skills, education and/or experience, medical assistants may:

- Advance to office manager with supervisory functions
- Oversee compliance with federal, state and regulatory agencies
- Establish & utilize computer information systems, creating spreadsheets and databases
- Be responsible for the overall financial management of the office

The U. S. Department of Labor predicts that the employment of medical assistants is expected to grow by 18.0 percent from 2020 to 2030, much faster than the average for all occupations as the health services industry expands due to technological advances in medicine, and a growing and aging population. Employment growth is driven by the increase in the number of group practices, clinics, and other health care facilities that need personnel who are cross-trained and can provide considerable flexibility to the physician office. Medical assistants primarily work in outpatient settings with good hours. This allows for a better balance in life between work, family and personal life. Because of Rhodes State accreditation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), Rhodes State students are eligible to take the Certified Medical Assistant (CMA) Certification Exam given by the American Association of Medical Assistants (AAMA).

Mission Statement

The Medical Assisting certificate prepares students to be competent, professional health care providers.

Notice to Prospective or Current Medical Assisting Students

You are at risk if you have been convicted of a prior felony and/or some misdemeanors. You may not be able to participate in clinical education experiences at some hospitals or other clinical sites, therefore, preventing you from completing the certificate. A criminal record may also prevent you from obtaining a license or certificate in your chosen healthcare profession. Because health care employers routinely perform background checks on prospective employees, a criminal record may also prevent you from obtaining employment in your chosen field after graduation.

Technical Standards

See here for details.




Tech Prep Partner


See here for details.

"C" Grade Policy

Criminal Background Checks and Drug Screening
 Recommended High School Coursework

Health Insurance

First Year		Hours
Summer		
BIO 1000	Basic Human Structure and Function	3
BHS 1390	Medical Terminology	2
COM 1110 	English Composition	3
MAT 1100	Introduction to Medical Assisting	3
MAT 1200	Clinical Medical Assisting I	4
Term Hours		15
Fall		
BHS 1160	Medical Law-Ethics Healthcare	2
MAT 1300	Medical Office Procedures I	3
MAT 1400	Clinical Medical Assisting II	6
MAT 2410	Medical Office Coding	4
Term Hours		15
Spring		
MAT 2320	Medical Office Procedures II	2
MAT 2310	Healthcare Reimbursement	3
MAT 2510	Medical Assisting Clinical (Practicum)	2
MAT 2520 	Capstone for Medical Assisting	2
		
Term Hours		9
Total Hours		39

 The ePortfolio requirement has been phased out and the ePortfolio indicators are being removed from the site.

 Capstone

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Program [CAAHEP, upon the recommendation of the Medical Assisting Education Review Board (MAERB)].

CAAHEP
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