MEDICAL ASSISTANT

Associate in Science Degree

The Medical Assistant Associate of Science Degree program (Medical Assistant, AS) prepares students to work in the front and back office of a physician's office, clinic or other out-patient facilities. Multiple skills and areas of theory are taught so that graduates are prepared to assume an important and valuable role as a team member in health care delivery. Upon completion of all required courses, students are assisted with the placement of an internship in a local health care facility. This is a valuable experience in applying the knowledge and skill acquired in class to the workplace. Required prior to entry into an internship: A Statement of Eligibility for internship, health statement and physical examination, current CPR certificate, keyboarding proficiency of at least 35 wpm, basic word processing skills, and completion of all required courses with a grade of C or better. Many facilities are requiring background checks and drug testing prior to entry (HTCH 54A is required.) Career Paths Include: ECG Technician, Insurance Billing and Coding Specialist, Insurance Account Representative, Medical Administrative Assistant, Medical Reception, and Medical Office Manager.

Program Learning Outcomes

Upon successful completion of this program a student will be able to:

- Demonstrate the ability to assist medical care providers in delivering patient care.
- Demonstrate the ability to manage medical front office tasks and responsibilities.
- Demonstrate the ability to access and input patient information using electronic medical records systems.

Major Core Requirements (42 units)