A medical assistant is a health care professional that supports the services and care provided to patients in a variety of health care settings. They perform routine clinical and administrative tasks under the direct supervision of a physician or health care professional. They are an important part of the health care team, they are directly involved with patient care, education, and diagnostic procedure as well as the functional operations of the clinic. The medical assistant program will provide the student with a complex body of knowledge, specialized skills and practical experiences needed by a medical assistant to meet the standards for entry into the profession. Upon completion of the program requirements, the student earns a Certificate of Completion.

Program Outcomes
At the completion of this program, students should be able to:

• Perform administrative office duties in an ambulatory health care setting
• Perform technical clinical skills accurately while providing services and care for patients in the medical office environment
• Recognize and problem solve situations related to the medical office environment
• Communicate effectively with patients, physicians, and co-workers
• Demonstrate proficient knowledge of medical terminology and mathematical calculations related to the health care environment
• Perform in a safe manner that minimizes risk to patients, self and others
• Demonstrate professional conduct and apply legal, social and ethical responsibilities within the health care environment
• Successfully complete the National Certification exam

Admission Information
Specific requirements, information session dates, and other information are available at the MHCC web page at mhcc.edu/MedicalAssistant.

It is highly recommended that students attend a program information session.

It is beneficial for students to meet with an academic adviser when selecting course prerequisites for all of the health professions limited and restricted entry programs.

All admitted students must pass a criminal background check and submit all required immunizations prior to entering the program. At the time of starting the program, the students must pass a drug screen as directed by the program.