

MEDICAL ASSISTANT - CERTIFICATE

Certificate | mhcc.edu/MedicalAssistant (<http://mhcc.edu/MedicalAssistant/>)

Faculty Adviser

Jean Anne Parker: 503-491-7193 | Room AC2770 | JeanAnne.Parker@mhcc.edu

A medical assistant (MA) supports doctors with the care of patients in a health care setting. They may show patients to the exam room, take vital signs, and check height and weight. MAs will ask about symptoms and health concerns, and pass that information on to the doctor. MAs try to help patients feel at ease in the office, and may explain the doctor's instructions. MAs perform both clinical (medical) duties *and* administrative (office) duties.

Clinical duties may include:

- Take a patient's info and medical history.
- Prepare patients for exams.
- Assist the doctor during an exam.
- Explain treatments and doctors' recommendations to patients.
- Draw blood.
- Collect and prepare lab work or perform basic lab tests.
- Care for wounds and change dressings.
- Administer medications the doctor prescribed.
- Prepare and give injections, including vaccines or immunizations.

Administrative duties may include:

- Arrange hospital admissions and lab services.
- Answer phones and schedule appointments.
- Welcome patients to the office.
- Code and complete insurance forms.
- Update and file medical records.
- Use computer applications.
- Handle billing, bookkeeping and mail.

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

All courses must be completed within 5 years in order for the certificate to be awarded.

Students must select Medical Assistant as their major in order to enroll in the courses below. To change your major, **stop by** the Student Services Hub (room AC2253), **email** the Admissions & Records office at AR@mhcc.edu, or **call** 503-491-7393.

At the start of the program, all students must pass a criminal background check, submit required immunization records and pass a drug screen as directed by the program.

First Quarter

| Summer | | Credits |
|-------------------|---|-----------|
| MA110 | Fundamentals for the Medical Office ★ | 3 |
| MA110L | Fundamentals for the Medical Office Lab | 1 |
| MA140 | Understanding Medical Insurance ★ | 3 |
| MA213 or MO111 | Medical Terminology for the Medical Assistant ★ (preferred) or Medical Terminology ★ | 2 |
| BI100 | Survey of Body Systems ★ | 4 |
| Credits | | 13 |

Second Quarter

| Fall | | |
|----------------|--|-----------|
| MA136 | Medical Documentation ★ | 3 |
| MA210 | Fundamentals of the Medical Office Clinical Procedures ★ | 6 |
| MA210L | Fundamentals of the Medical Office Clinical Procedures Lab | 4 |
| Credits | | 13 |

Third Quarter

| Winter | | |
|----------------------|---|-----------|
| MA111 | Interpersonal Communication in Ambulatory Health Care ★ | 2 |
| MA214 | Medical Assistant Clinical Practicum | 7 |
| MA215 | Review for Medical Assistant Certification Exam ★ | 2 |
| MO214 | Building a Professional Portfolio ★ | 1 |
| Credits | | 12 |
| Total Credits | | 38 |

All courses listed in the curriculum must be completed with a "C" or better **and** must be taken in the prescribed sequence stated above.

Exploring **Medical Assistant** as your major? Learn more with MHCC's Career Coach (<https://mhcc.lightcastcc.com/careers/medical-assistant/?region=Greater%20Multnomah%20County%20Area&radius=100%20miles>), which covers: skills needed for each career, wages, employment rates, and live job postings in the Greater Multnomah County Area.