

MEDICAL ASSISTING CERTIFICATE PROGRAM

Offered at HNL Online

Objective: The Medical Assisting program prepares students to become entry-level employees in a variety of medical facilities. This is achieved via classroom and clinical hands-on training, as well as professional development. Graduates possess clinical and administrative skills, i.e. EKG's Injections, Phlebotomy, Examinations, Patient Histories, Vital Signs, Insurance, Billing, which enable them to perform both front and back office procedures in a physician's private practice, group medical practice, or long-term medical care facilities as well as a phlebotomist in a clinical laboratory, physician's office or hospital. A career in medical assisting will enable one to have a stepping stone to possible future careers in medicine.

Program Requirements: Applicants to the Medical Assisting Certification Program are required to have a High School Diploma or GED. All entrants must take and pass the Scholastic Level Exam with a minimum score of 13. The participant should also be able to read and write English, have good coordination and be neat and professional at all times.

Program Length: The program length is 64 weeks.

		LECTURE HOURS	LAB HOURS	EXTERN HOURS	TOTAL HOURS	SEMESTER CREDITS
MODULE I						
HPRS 101	Medical Terminology	48	0	0	48	3.0
POFT 101	Computer Applications in Health Care	48	0	0	48	3.0
Total Module I		96	0	0	96	6.0
MODULE II						
SCIT 103	Anatomy and Physiology	48	0	0	48	3.0
MACT 100	Skills/Competencies Check-Off I	15	60	0	75	3.0
Total Module II		63	60	0	123	6.0
MODULE III						
PSYT 101	Introduction to Psychology	48	0	0	48	3.0
HITT 200	Introduction to Pharmacology	48	0	0	48	3.0
Total Module III		96	0	0	96	6.0
MODULE IV						
MACT 130	Medical Clinical Procedures I	48	0	0	48	3.0
MAAS 211	Medical Insurance and Managing Medical Records	48	0	0	48	3.0
MACT 110	Skills/Competencies Check-Off II	0	30	0	30	1.0
Total Module IV		96	30	0	126	7.0
MODULE V						
MACT 213	Medical Laboratory Procedures	48	0	0	48	3.0
MACT 201	Medical Clinical Procedures II	48	0	0	48	3.0
Total Module V		96	0	0	96	6.0
MODULE VI						
MAAS 214	Medical Law and Ethics	48	0	0	48	3.0
MACT 120	Skills/Competencies Check-Off III	15	60	0	75	3.0
Total Module VI		63	60	0	123	6.0
MODULE VII						
MBCC 150	Career Development Skills	48	0	0	48	3.0
MAAS 212	Medical Office Procedures/Management	48	0	0	48	3.0
Total Module VI		96	0	0	96	6.0
MODULE VIII						
MACT 220	MA Certification Review	30	0	0	30	2.0
MAAS 230	Externship	0	0	180	180	4.0
Total Module VI		30	0	180	228	6.0
Program Totals		636	150	180	966	49.0

Total Program Hours =966 /49.0 Semester Credits

Note: Upon successful completion of all course work, typing requirements, externship, and fulfillment of all financial obligations to the school, the student is awarded a certificate of completion. Successful completion of course work is defined as completing the program with a minimum cumulative GPA of 2.0.

COURSE DESCRIPTIONS:

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, externship hours, total clock hours and academic credits. For example, the listing “15/30/0/45/2.0” indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 externship hours, 45 total clock hours and 2.0 academic credits.

Note: Students must successfully complete all prerequisite courses in sequence before advancing. Other courses may not be offered in the sequence listed below. Module 1 is a prerequisite for all other modules.

HPRS101	MEDICAL TERMINOLOGY	48/0/0/48/3.0
This course is an introduction to medical terminology and covers terminology associated with the structure of the body, the integumentary, muscular and skeletal systems, the lymphatic, immune, and cardiovascular systems, the urinary, respiratory, digestive, and nervous systems, the eyes and ears, the reproductive and endocrine systems, diagnostic and imaging procedures, and pharmacology. Prerequisites: None		
POFT101	COMPUTER APPLICATIONS IN HEALTH CARE	48/0/0/48/3.0
This course introduces the student to the essential concepts necessary to make effective use of the computer for Web-based research and its application in health care. In addition to gaining an understanding of what a computer can do and how it works, students will learn how to prepare documents working with Windows and Microsoft Office applications, include Word, Excel, PowerPoint and Access. Prerequisite – None		
SCIT103	ANATOMY AND PHYSIOLOGY	48/0/0/48/3.0
This Course is an introduction to the human body and includes chemistry and the human body, the structure and function of membranes, cells, tissues, organs and organ systems. Additionally, mechanisms of disease, human development, inheritance, weights and Measures, and normal physiological values are studied. Prerequisites – None		
MACT100	SKILLS/COMPETENCIES CHECK-OFF I	15/60/0/75/3.0
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Demonstrate competency in the clinical procedures such as sterile tray set up, use of autoclave, and taking and reporting vital signs. Prerequisite - None		
PSYT101	INTRODUCTION TO PSYCHOLOGY	48/0/0/48/3.0
This course covers the interrelationship between biology and human behavior. Included in the course are theories involved in sensation and perception, consciousness, learning, memory, thought, language, mental abilities, motivation and emotion, effects of stress, personality traits, social psychology, and psychological disorders and their treatments. Prerequisite – None		
HITT200	INTRODUCTION TO PHARMACOLOGY	48/0/0/48/3.0
Students will learn classification of drugs, their actions, side effects and/or adverse reactions. This course introduces sources and forms of drugs, drug classifications, drug effects on the body systems, and basic concept of administration and calculation of dosages. Prerequisite SCIT 103		
MACT130	MEDICAL CLINICAL PROCEDURES I	48/0/0/48/3.0
Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory settings. Prerequisite SCIT 103 AND MACT 100		
MAAS211	MEDICAL INSURANCE AND MANAGING MEDICAL RECORDS	48/0/0/48/3.0
This course introduces students to the subject of medical health records. Students consider inpatient and outpatient scenarios and the differences between paper and electronic files. The course explores the advantages and risks of electronic medical records with a focus on HIPAA compliance. Prerequisite – None		

MACT110	SKILLS/COMPETENCIES CHECK-OFF II	0/30/0/30/1.0
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Demonstrate student competency in occupational math and metric conversion, use of PDR, and comprehension of common pharmacology. Prerequisite – MACT 100		
MACT213	MEDICAL LABORATORY PROCEDURES	48/0/0/48/3.0
Aseptic technique is practiced, along with patient instruction and collection such as venipuncture and capillary puncture. Urinalysis and gram stain is also performed. Students learn parts of the microscope, hematology, microbiology and chemistry procedures. Students differentiate various laboratory departments and personnel, complete laboratory requisitions and practice laboratory safety. Students will also learn the basic principles of IV therapy. Prerequisite MACT 100		
MACT201	MEDICAL CLINICAL PROCEDURES II	48/0/0/48/3.0
Students will discuss concepts of microbiology and disease transmission. Students will learn charting, vital signs, measurement, visual acuity, patient positioning and draping. Students will learn to identify instruments, perform sterile procedures to include suture removal, assist physicians in minor office surgery. Concepts of physical therapy, pediatric and geriatric care and medical office safety are discussed and performed. Prerequisite MACT 130		
MAAS214	MEDICAL LAW AND ETHICS	48/0/0/48/3.0
Students learn how ethical codes and the governing of the medical practice, how licenser is granted and/or revoked, patient confidentiality and medical liability and negligence. Prerequisite None		
MACT120	SKILLS/COMPETENCIES CHECK-OFF III	15/60/0/75/3.0
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Clinical skills such as cleaning wounds, screen bloods, and use of various laboratory equipment. Prerequisite – MACT 110		
MBCC150	CAREER DEVELOPMENT SKILLS	48/0/0/48/3.0
Students will become familiar with Career development skills. To include job, search, interview skills, and effective communication focusing on the various types of communication styles. This course also includes critical thinking and goal setting skills. Prerequisite None		
MAAS212	MEDICAL OFFICE PROCEDURES/MANAGEMENT	48/0/0/48/3.0
Students will learn manual and computerized records management, how to take patient histories, filing, appointments and scheduling, basic bookkeeping, billing/collections, banking/payroll, telephone techniques, safety of the medical office and professional conduct. Prerequisite None		
MACT 220	MA CERTIFICATION REVIEW	30/0/0/30/2.0
This course provides a review of the clinical skills necessary to prepare students for successful employment and certification/registration opportunities as a medical assistant. Prerequisite MOD I through VII		
MAAS230	EXTERNSHIP	0/0/180/180/4.0
This course will allow the student to gain hands-on experience in an appropriate medical facility. Prerequisites: Completion of all medical assistant classes, current on all financial obligations, and recommendation of the instructor and externship coordinator. Passing grade in all coursework and clinical competencies. Prerequisite MOD I through VII		