

# Medical Assistant Certificate

Total Required Credits for Certificate: 52  
Code: 4165

## About the Program

The Medical Assistant performs routine administrative and clinical tasks within a medical office. Duties may include but are not limited to: greeting patients, answering telephones, billing and coding, maintaining medical records, completing medical histories, completing basic clinical assessments, recording vital signs, preparing patients for examination, collecting blood specimens, performing basic laboratory tests, performing EKGs, preparing and administering medications, and assisting physicians with treatment and/or minor procedures.

Program web site: [www.cod.edu/hsd/medassist.htm](http://www.cod.edu/hsd/medassist.htm)

## Health Sciences Admissions

The majority of Health Sciences programs require either a separate admissions process (in addition to the standard college application form) and/or the completion of specific prerequisites before acceptance into a program. The Health Sciences Admissions office is located in the Student Resource Center (SRC), Room 2046. For more information, check out the Health Sciences Admissions web site at: [www.cod.edu/hsadmissions/](http://www.cod.edu/hsadmissions/)

## Program Notes

1. The following program requirements must be on file prior to application. Admission into the Medical Assistant program is based on the following requirements:
  - a. High School graduate or GED
  - b. Completion of Anatomy and Physiology 1500 or higher with a grade of “C” or better.
  - c. Completion of Health Science 1110, *Biomedical Terminology*, with a grade of “C” or better.
2. Students interested in the Medical Assistant program should apply for admission to the program as early as possible. There are two admission dates each year for this program: Jan. 1 and Aug 1. The application deadline for admission in January is Dec. 1 and for August the deadline is June 1. Apply early; limited enrollment is based on the number of clinical sites available.
3. A selection process has been established to admit the most qualified students. Selection is determined by a numerical point system based on the following equally graded categories:
  - a. Highest college degree earned
  - b. Overall GPA on college coursework (minimum of eight hours)
  - c. Grade of “C” or higher in Health Science 1110 and Anat& 1500 or higher

- d. Patient care experience points are deducted for patterns of withdrawals [“W”] on transcripts.
4. Contact the faculty adviser or check the college’s web site for a checklist to follow prior to admission to the program.
5. Clinical Requirements, including the following:
  - a. Health requirements: medical history, physical, and proof of immunity for rubella, rubeola, varicella, mumps and Hepatitis B. If not immune, immunizations are required. Also required is a two-step TB test and a drug screen.
  - b. Medical malpractice insurance is included in the tuition of HLTHS 1124 and 2250. Students must be registered and listed on the instructor’s course roster for malpractice insurance.
  - c. Criminal background checks
  - d. CPR certification for health care providers
  - e. Personal health insurance
  - f. Transportation: Students are responsible for providing their own transportation to and from the clinical site.

## Certificate Requirements

Anat& 1500*	Survey of Human Anatomy and Physiology .....	4
Psych 1100	General Psychology .....	3
CIS 1150	Introduction to Computer Information Systems .....	3
<b>OR</b>		
OFTI 1200	MS Office for Professional Staff .....	3
HIT 1107	C.P.T. Coding .....	3
HIT 1120	ICD Coding for Physicians.....	3
HIT 1121	Billing in Physician Offices .....	3
Hlths 1110*	Biomedical Terminology .....	4
Hlths 1120	Introduction to Clinical Lab Science .....	3
Hlths 1122	Basic Phlebotomy Techniques.....	4
Hlths 1124	Phlebotomy Clinical.....	2
Hlths 1126	Basic Non-Invasive Electrocardiography (EKG) .....	2
Hlths 1130	Medical Assistant Administrative Procedures .....	3
Hlths 2211	Legal and Ethical Aspects of Health Care .....	3
Hlths 2233	Pathophysiology for Medical Assisting.....	3
Hlths 2235	Pharmacology for Medical Assisting.....	3
Hlths 2239	Medical Assistant Clinical Procedures .....	3
Hlths 2250	Medical Assistant Clinical Externship .....	3
<b>Total.....</b>		<b>52</b>

\*Must be completed with a “C” or higher before admittance to the MA program.

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## Program Electives

Hlths 1128 Advanced Non-Invasive  
Electrocardiography (EKG) .....3

## Faculty Advisers

If you are considering this program as an area of study,  
consult with a faculty adviser in this field:

	<b>Location</b>	<b>Phone</b>
Nancy Feulner	HS 2207 J	(630) 942-2124
E-mail: feulner@cod.edu		
Diane Gryglak	HS 2207 F	(630) 942-3507
E-mail: gryglak@cod.edu		