Medical Assisting (MDA.CT)

Certificate

Health Sciences

Highland Lakes Campus

The Medical Assisting certificate is designed “to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains” for a position as a Medical Assistant in a private medical office, clinic or other health care facility. Both clinical and administrative skills are included in the course work. On-the-job experience is earned by a total of 180 unpaid hours of practicum placement with a licensed health care practitioner. The student may choose to complete an associate in applied science degree after earning and applying for a certificate in Medical Assisting (MDA.CT).

A mandatory Medical Assisting information session (current within two years) is required of all students entering any Medical Assisting program. Additionally, a criminal history check will be conducted on all students prior to the start of the program, at the student's expense (to be completed after the Information Session).

- Conviction of a felony or conviction of any attempt to commit a felony within the 15 years immediately preceding the date of the criminal history check; or Conviction of a misdemeanor within the 10 years immediately preceding the criminal history check will preclude eligibility for admission.

For details contact (248) 942-3069 or refer to the OCC website: oaklandcc.edu/health/medical-assisting.

Upon completion of the certificate program the student will be eligible for any National Certification exam including the American Association of Medical Assistants Certified Medical Assistant Exam (CMA-AAMA).

The business administration area of instruction will include medical law and ethics; appointment scheduling; processing mail; oral and written communications; medical reports, resumes and job postings; front office and practice management; insurance verification, billing, coding, and rejections; patient and financial records; payroll records and banking, and computer skills.

The clinical area of instruction will include universal precautions, preparing and assisting with patient exams/ treatments/ surgeries; obtaining vital signs and medical histories; performing CLIA waived laboratory tests; EKGs and other diagnostic procedures; sterilization procedures; venipuncture; medication administration; proper charting and documentation; emergency preparedness; and patient education.

Students must be 18 years of age or older to participate in MDA 1130, MDA 1140, MDA 1170, MDA 1250, and MDA 2010.

The Medical Assisting certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (www.maerb.org). Commission on Accreditation of Allied Health Education Programs 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350.

Selection into the Practicum portion of the Medical Assisting Certificate program is done at the point of placement through an application process. Details are provided in the Medical Assisting Student Handbook. Selected students will be notified prior to placement. In order to be eligible for Practicum placement students must also obtain the following:

- A grade of a “C” (2.0) or better in all program requirements. The combination of two or more failures or withdraws from any MDA course (with the exception of MDA 1103 and MDA 1350) will result in the student’s ineligibility to continue in the program.
- A current BLS and First Aid card.
- Current physical exam, appropriate immunization documentation.
- A negative drug screen test immediately prior to the start of practicum courses.
- Application for Practicum placement is due the semester prior to Practicum. Selected students will be notified prior to placement.
- All MDA courses must be completed within the last five years for graduation.

The policies and regulations regarding progression and retention in all Medical Assisting Programs, as well as certification requirements, are outlined in the Medical Assisting Student Handbook which is provided to each student attending the mandatory information session.

Medical Assisting program webpage

Full Time - Medical Assisting program plan example

Part Time - Medical Assisting program plan example

Code	Title	Credit Hours
Major Requirements		
MDA 1051	Medical Assisting-Administrative Procedures	4
MDA 1053	Medical Office Software Applications	1
MDA 1103	Medical Terminology	3
MDA 1130	Medical Assisting Clinical Skills	3
MDA 1140	Medical Assisting Clinical Procedures	4
MDA 1170	Medical Assisting Laboratory Procedures	3
MDA 1250	Phlebotomy	1
MDA 1350	Medical Law and Ethics	3
MDA 1461	Medical Assisting Practicum I	3
MDA 2010	Medical Office Medications	3
MDA 2380	Medical Office Insurance Coding and Billing	4
MDA 2383	Medical Office Insurance Coding and Billing Applications	1
MDA 2460	Medical Assisting Practicum II	3

MDA 2560	Medical Assisting Seminar	4
Total Credit Hours		**40**

A minimum cumulative 2.00 grade point average (GPA) overall is required for graduation.