

## Medical Assisting Certificate/Area of Specialization (3550)

The goal of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

Administrative responsibilities may include telephone triage, updating and filing patient medical records, scheduling appointments, billing, and bookkeeping. Clinical duties may include taking vital signs and medical histories, preparing patients for examination, instructing patients, and performing basic diagnostic testing.

All students enrolled in a nursing or allied health program/certificate must complete a criminal background check. In accordance with clinical site requirements, students with a criminal record may be ineligible to participate in a clinical course/rotation/practicum. Delays, for any reason, in obtaining background results may cause an interruption in the clinical rotation sequence or inability to complete program requirements. Additional background screening may be required by individual facilities.

Drug testing may be requested in accordance with clinical affiliation requirements and/or for patient/student health and safety.

A minimum GPA of 2.0 and a "C" grade or higher is required in all science and program-specific courses for graduation. Satisfactory/Unsatisfactory grades may not be used to fulfill health program requirements.

The Lakeland Community College Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<http://www.caahep.org>) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 113th Street North #7709, Seminole, FL 33775, phone: 727.210.2350, <http://www.caahep.org>.

### Admission Procedures

**Students must meet specific admission requirements for this program** and are advised to meet with a counselor and the program director.

Listed below are requirements for admission to the Medical Assisting certificate program:

- Complete college application
- Complete college placement test or meet test exemption requirements
  - Composite score of 21 or higher on the American College Test (ACT) or combined score of 940 on the Scholastic Aptitude Test (SAT)
- Place into MATH 0850 Beginning Algebra or successfully completed MATH 0745 Essential Skills for Algebra
- Place into ENGL 1110 English Composition I (A) or ENGL 1111 English Composition I (B) or successfully completed ENGL 0111 Fundamentals of College Literacy
- Applicants must meet with the program director and counselor to review the program prerequisites and requirements


### Admission Procedures' Notes










Applicants must meet with the program director and counselor to review the program prerequisites and requirements.

Applicants who have completed the requirements for admission will be accepted into the program on a space-available basis.


MDAS 1700 Medical Assisting Practicum requires students to be at least 18 years of age and have graduated from high school prior to beginning practicum hours.

**NOTE:** MDAS courses must be taken in sequential order. Please consult with your counselor or program director for assistance in planning your schedule.

Course	Title	Credit Hours
<b>First Semester</b>		
<b>The first semester is in Summer</b>		
ENGL 1110 or ENGL 1111	English Composition I (A) <sup>1</sup> or English Composition I (B)	3
HLTH 1215	Medical Terminology for Health Professions 	3

HLTH 1150 or ITIS 1000	Introduction to Electronic Health Records or Basic Computer Skills	1
<b>Credit Hours</b>		<b>7</b>
<b>Second Semester</b>		
<b>The second semester is in Fall</b>		
HLTH 1238	Structure, Function, Disease, and Therapeutics of the Human Body	4
HLTH 1600	Basic Pharmacology	2
MDAS 1110	Administrative Procedures for the Medical Office 	3
MDAS 1150	Medical Office Insurance and Reimbursements 	3
<b>Credit Hours</b>		<b>12</b>
<b>Third Semester</b>		
<b>The third semester is in Spring</b>		
HLTH 1700	Basic Electrocardiography 	2
MDAS 1210	Basic Patient Skills 	2
MDAS 1220	Specialty Medical Assisting 	3
MDAS 1250	Medical Office Surgical Procedures 	2
MDAS 1300	Physician Office Laboratory 	2
MDLT 2151	Blood Collection Techniques	1
<b>Credit Hours</b>		<b>12</b>
<b>Fourth Semester</b>		
<b>The fourth semester is in Summer</b>		
<b>Full Summer Session</b>		
MDAS 1700	Medical Assisting Practicum 	3
MDAS 1800	Medical Assisting Seminar 	1
<b>Credit Hours</b>		<b>4</b>
<b>Total Credit Hours</b>		<b>35</b>

<sup>1</sup> English course selection is based on placement test results (ENGL 1111 English Composition I (B) is 4 credits, only 3 credits apply to the certificate).

 This course is designated as a technical course in the program. Students must earn a "C" grade or higher in the course to fulfill the college's graduation requirements policy.