



Medical Assisting Certificate
Requirements Effective Fall 2018
Program Planning Guide

Program Description: Labs Simulate the Workplace: You'll draw blood, perform basic lab tests on blood and urine, use microscopes to visualize cells and tissues, and perform standard lab procedures on each other. We teach you medication administration, vital signs and EKGs. Our curriculum includes the study of anatomy, physiology, medical terminology, record keeping, accounting, insurance processing, office skills, lab techniques, clinical and diagnostic procedures, pharmaceutical principles, medical administration, first aid, ethics, and patient relations.

Externships at Leading Community Clinics: Supervised clinical experience is an integral part of your training. We have affiliation agreements with local leading clinics such as the University of Washington Medical Clinics, Seattle Children's Hospital, Northwest Hospital, Harborview, Swedish Hospital, Virginia Mason Medical Center, Planned Parenthood, Swedish Physicians Network, the Poly Clinic, the Everett Clinic and at many smaller clinics. Externships often evolve into job opportunities for graduates.

Prerequisites: Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering. Course in this degree with pre-requisites are marked with an asterisk (*). See catalog for more information.

Medical Assisting Certificate Prerequisites: Medical Terminology and computer skills. See below

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement. See Program Director for more information.

Program Requirements		
Course Number	Prerequisite Courses	
BCT 111 or BUS 169 or instructor permission	"Computer Skills"	5
AMA 117	Medical Terminology	5
Course Number	Certificate Requirements (credits)	
CMA 101	Introduction to Medical Assisting	5
CMA 102	Fundamentals of Administrative Medical Assisting	4
CMA 103	Fundamentals of Clinical Medical Assisting	6
CMA 104	Billing and Coding Procedures	5
CMA 105	Phlebotomy and Laboratory Procedures	10
CMA 106	Administrative and Clinical Practice Review Lab	7
CMA 107	Medication Administration and Pharmacology	8
CMA 108	Medical Assisting Practicum (Externship)	12
		Certificate Total Credits: (excluding pre-requisites)
		57

Program Outcomes:

- Prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Communicate effectively in a medical office setting
- Identify and maintain legal standards appropriate for the field
- Function as a health care advocate and patient educator as appropriate
- Perform appropriate operational functions of medical assisting

- Perform clinical skills and follow diagnostic procedures effectively
- Perform appropriate administrative and finance tasks effectively

What Skills do I need to be successful in this field?

- Greet and login in patients arriving at office/clinic
- Interview and record patients’ medical history, vital signs, weight, height and other health information in medical records, i.e. written or electronic forms
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean
- Prepare and administer medications as directed by physician
- Collect blood, tissue, or other laboratory specimens, log the specimens and prepare them for testing
- Authorize drug refills and provide prescription information to the pharmacy
- Explain treatment procedures, medications, diets or physicians’ instructions to patients
- Clean and sterilize instruments and dispose of contaminated supplies in accordance with standards
- Perform routine laboratory tests and sample analyses
- Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures
- Contact medical facilities or departments to schedule patients for tests or admission
- Inventory and order medical, lab, or office supplies or equipment
- Operate X-ray, electrocardiogram (EKG), or other equipment to administer routine diagnostic tests
- Change dressings on wounds
- Set up medical laboratory equipment
- Keep financial records or perform other bookkeeping duties, such as handling credit or collections or mailing monthly statements to patients
- Schedule appointments for patients
- Perform general office duties such as answering telephones, completing insurance forms

Wages, employment trends and pathways:

Wages: Median annual wage in Washington State is \$18.75 per hour and \$39,000 per year. The national Median is \$15.61 per hour and \$32,480 annual (2017). <http://www.onetonline.org>

Employment trends: Employment of medical assistants is projected to grow 29 percent from 2016 to 2026, much faster than the average for all occupations. The growth of the aging baby boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

<http://www.bls.gov/ooh/healthcare/medical-assistants.htm>

Pathways: RN, Physician Assistant, Medical Laboratory Technician, Clinical Laboratory Assistant

Course Sequence:

1st quarter:	CMA 101	Introduction to Medical Assisting	5
	CMA 102	Fundamentals of Administrative Medical Assisting	4
	CMA 103	Fundamentals of Clinical Medical Assisting	6
2nd quarter:	CMA 104	Billing and Coding Procedures	5

For more information about our graduation rates, the median debt of students who have completed these program, and other important information, please visit our website at <https://northseattle.edu/about-north/gainful-employment-information>

	CMA 105	Phlebotomy and Laboratory Procedures	10
3rd quarter:	CMA 106	Procedure Review Lab (Dr. Mooney's Clinic)	7
	CMA 107	Medication Administration and Pharmacology	8
4th quarter:	CMA 108	Medical Assisting Practicum (Externship)	12

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Program Website: <https://northseattle.edu/programs/medical-assisting>

Accreditation Information:

Medical Assisting is accredited by the [Commission on Accreditation of Allied Health Education Programs](#) upon the recommendation of the Medical Assisting Education Review Board (MAERB).