

Medical Assisting Certificate/ Area of Specialization (3550)

Medical assistants perform clinical and administrative functions necessary to keep healthcare delivery settings running smoothly. They are employed primarily in physician offices, but also in hospitals, nursing homes, and other healthcare facilities. The duties of medical assistants vary depending on the size and location of the practice. They may be “generalists,” handling both clerical and clinical duties or may specialize in a particular area.

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.

The Lakeland Community College Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park Street, Clearwater, FL 33756, phone: 727.210.2350.

ADMISSION PROCEDURES

Students must meet specific admission requirements for this program and are advised to meet with a counselor or the program director. All courses except MDAS courses may be taken prior to acceptance in the Medical Assisting program. Acceptance into the program takes place when a student has completed the Medical Assisting application and is enrolled in MDAS 1110. Students may take any non-MDAS classes prior to application and acceptance into the program.

OPTION 1: High School Option

This option is for current high school seniors or high school graduates who apply to the program within two years of high school graduation.

Please Note: Deadlines for submission of applications may be obtained from the admissions or counseling offices.

- Complete college application(s).
- Composite score of 21 or higher on the American College Test (ACT) or combined score of 1400 on the Scholastic Aptitude Test (SAT).
- Complete high school algebra, chemistry, and biology with a “C” grade or higher.
- An overall high school GPA of 2.5 on a 4.0 scale or equivalent.
- Meet with a counselor to review program prerequisites and requirements.

Upon successful completion of the above criteria, the applicant will be admitted into the program. Students must complete HLTH 1210 (Medical Terminology) with a “C” grade or higher prior to enrolling in their first health technology course.

OPTION 2: College Option

This option is for students who do not qualify for admission under Option 1. **Please Note: Deadlines for submission of applications may be obtained from the admissions or counseling offices.**

- Complete college application(s).
- Submit high school transcript as well as any college transcript.
- Successful passing score on the required program pre-admission test.
- Meet with a counselor to review program prerequisites and requirements.
- The following course, or equivalent course at other regionally accredited colleges, must be completed with a “C” grade or higher
 - HLTH 1210 Medical Terminology

NOTE 1: Students are required to take the Math Placement Test and be placed into MATH 0850, or take MATH 0750 or NURS 0900.

NOTE 2: Students completing this certificate/area of specialization will have also met the requirements for the Electrocardiography Certificate/Area of Specialization.

NOTE 3: MDAS 1700 has prerequisites that include CPR-American Heart Association: Health Care Provider.

OPTION 3: Advanced Education Option

Students pursuing this option must have an Associate of Applied Science Degree in Nursing or Allied Health, Bachelor of Science Degree in a natural science, or an Associate of Science Degree to be waived from the preadmission testing. All other Option 2 requirements apply.

Summer:

ENGL 1110*English Composition I (A)	3
OR	
ENGL 1111.English Composition I (B)	
HLTH 1210Medical Terminology	2
ITIS 1000.Introduction to Personal Computers	1
	6

Fall Semester:

HLTH 1100Introduction to Healthcare	2
HLTH 1238Structure, Function, Disease, and Therapeutics of the Human Body	4
HLTH 1500Ethics and Legal Issues for Health Professionals	2
HLTH 1600Basic Pharmacology	2
MDAS 1110.Introduction to Medical Assisting	3
MDAS 1150.Medical Office Insurance and Reimbursement	3
	16

Spring Semester:

HLTH 1220Advanced Medical Terminology	2
HLTH 1700Basic Electrocardiography	2
MDAS 1225.Clinical Medical Assisting.	3
MDAS 1250.Medical Office Surgical Procedures	2
MDAS 1300.Physician Office Laboratory	2
PSYC 1500**Introduction to Psychology	3
	14

Summer:

(1st 5 weeks)

MDLT 2151Blood Collection Techniques1

(Full Summer Session)

MDAS 1700.Medical Assisting Practicum3

MDAS 1800.Medical Assisting Seminar.1

5

Certificate Total: 41

**English course selection is based on placement test results (ENGL 1111 is 4 credits, only 3 credits apply to the certificate).*

***Students completing this area of specialization for the Multi-Skilled Health Technology degree will use PSYC 1500 to meet the Social and Behavioral Sciences Electives requirement.*