

# CERTIFICATE IN MEDICAL ASSISTING

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The medical assistant performs a variety of administrative duties dependent upon the physician's practice and unique office requirements. The duties may include acting as a secretary, bookkeeper, and receptionist; answering incoming calls; receiving mail; greeting patients; handling correspondence and filing; arranging for laboratory and X-ray procedures or hospital admissions; taking histories; and maintaining patient records, accounts and billing.

The clinical duties of a medical assistant include preparing patients and assisting the physician with examinations or treatment; measuring height and weight; and taking vital signs. The assistant may perform certain laboratory tests, take X-rays or EKGs, or assist with diagnostic and minor surgical procedures and the administration of injections or other medications.

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| COURSE                      | TITLE                             | S.H.      |
|-----------------------------|-----------------------------------|-----------|
| AHLT 1501                   | Medical Terminology               | 3         |
| MATC 1502                   | Medical Law and Ethics            | 3         |
| MATC 2610                   | Introduction to Disease Processes | 3         |
| MATC 2611L                  | Clinical Procedures Lab           | 1         |
| MATC 2614                   | Medical Office Procedures         | 3         |
| MATC 2620                   | Advanced Clinical Procedures      | 3         |
| MATC 2620L                  | Advanced Clinical Procedures Lab  | 1         |
| MATC 2680L                  | Medical Laboratory Procedures Lab | 1         |
| MATC 2680                   | Medical Laboratory Procedures     | 1         |
| MATC 2692                   | Medical Assisting Externship      | 3         |
| <b>Total Semester Hours</b> |                                   | <b>22</b> |