

Glen Oaks Community College

Medical Assistant Certificate

The Certified Medical Assistant is one of the most sought after careers in the healthcare field as a result of the diversity in the skill preparation. The Medical Assistant's skills are utilized in both the administrative and clinical aspects of the medical office. Phlebotomy, medication administration and surgical assisting are among the many clinical skills acquired in the Medical Assisting Program. Some of the administrative skills a Medical Assistant may perform are: health insurance coding and billing, insurance processing, patient scheduling and receptionist duties.

The Glen Oaks Community College Medical Assistant 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 (MAERB). The Commission on Accreditation of the Allied Health Programs is located at 1361 Park Street, Clearwater, FL 33756, PHONE: 727-210-2350.

Graduates of the accredited program are eligible to sit for the national certification examination. Passing the examination allows the graduate to become a Certified Medical Assistant (CMA). The Medical Assistant can further his or her education by earning an Associate of Applied Science in Allied Health. The Medical Assistant Certificate is a competency-based program of study.

NOTE: Prerequisites required prior to admission into the Medical Assistant program:

- COM 063 Reading for College or placement in COM 111 Business/Technical Communications or higher on Accuplacer Placement Test
- COM 073 Essentials of College Writing or placement in COM 111 Business/Technical Communications or higher on Accuplacer Placement Test
- Placement in NSM 052 Pre-Algebra or higher on Accuplacer Placement Test or meet corresponding ACT/SAT scores

Required Coursework (50 Credit Hours)

ALH 205	Pharmacology for Health Occupations*	3 Credits
ALH 218	Medical Terminology	3 Credits
ALH 222	Disease Conditions*	3 Credits
ALH 230	Medical Office Laboratory*	4 Credits
ALH 232	Administrative I – Medical Office Procedures*	4 Credits
ALH 233	Administrative II – Advanced Medical Office Procedures*	4 Credits
ALH 235	Medical Assistant Clinical I*	3 Credits
ALH 236	Medical Assistant Clinical II*	3 Credits
ALH 238	Medical Assistant Practicum*	3 Credits
ALH 250	Medical Law & Ethics	3 Credits
ALH 290	CMA Exam Review*	3 Credits
BIP 222	Advanced Keyboarding – Medical*	3 Credits
COM 110	Interpersonal Communications	3 Credits
BAC 111	Contemporary Business & Technical Communications*	4 Credits
NSA 101	Introduction to Anatomy & Physiology*	4 Credits

Address

62249 Shimmel Rd.
Centreville, MI 49032

Phone

Local: 269-467-9945
Toll Free: 1-888-994-7818

Web

<http://www.glenoaks.edu>

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OR

NSA 210	Human Anatomy & Physiology I*	4 Credits
NSA 211	Human Anatomy & Physiology II*	4 Credits

Minimum Hours Required 50/54 Credits

*Course has a prerequisite

The student will make application for Medical Assistant Certificate program to the Medical Assisting Program Chair.

- 1) The student must maintain a GPA of 2.5 in order to enter the clinical portion of the program. No grade can be lower than 2.0. A 2.5 GPA in clinical courses, ALH 230, 235 and 236 must be achieved and special behavioral grading criteria must be met.
- 2) Qualification for the practicum requires the student to have completed with an overall 2.5 GPA or above. ALH 290 - Medical Assistant Certification Exam Review is taken concurrently with the practicum and includes completing the Certification Exam for Medical Assisting.

Effective: Fall 2011



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