

MEDICAL ASSISTANT

Certificate of Completion

70-78 credits

CERTIFICATE AS AWARDED ON TRANSCRIPT

Certificate of Completion, Medical Assistant

PROGRAM DESCRIPTION

The Medical Assistant program is a five- to six-term program that trains individuals to assist with clinical and administrative procedures in outpatient medical settings under the direction of a health care provider. Medical Assistant program courses begin once per year in the Fall. All program courses offered each term must be taken together and in sequence. Upon successful completion of the program, students receive a certificate of completion from COCC and are eligible to submit an application to sit for the AAMA Certified Medical Assistant (CMA) certification examination. Upon passing the AAMA exam, medical assistants earn the CMA. The COCC Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727.210.2350
caahep.org

TRANSFER INFORMATION

This certificate is designed for students planning to enter their chosen career upon graduation. Often, only selected credits are considered transferrable to public or private baccalaureate institutions.

COST OF PROGRAM

Due to the rapidly changing nature of health care and associated costs, the following are only estimates:

Materials and Services

Stethoscope	\$30
Blood pressure cuff	\$20
Uniform	\$60
Books	\$500 per term
Course and lab packets	\$60-\$100 per term
Lab fees	\$650-\$765
Immunizations & titers	\$600
Immunizations tracking	\$10
Criminal history check	\$55
Urine drug screen	\$45
CPR & First Aid Card	\$60

PROGRAM PRE-ENTRY REQUIREMENTS DUE PRIOR TO FALL TERM

Students must be 18 years of age or older to participate in program classes (those beginning with the letters MA). Documents required for entry into the Medical Assisting program must be submitted after students register for program classes. A letter of instruction is emailed to all registered and waitlisted students at the end of Spring term with an assigned documentation due date. Failure to submit the required paperwork by the assigned date will result in administrative withdrawal from the program. The following documents are required prior to entry into the Medical Assistant program:

- High school diploma or high school transcript noting successful graduation or GED.
- Completion of all prerequisite classes with a grade of "C" or better.
- Criminal history check, with vendor chosen by COCC, as a condition of acceptance into program classes.

- Students with criminal convictions noted on the DHS permanent, 10-year or 5-year review list will be disqualified from attending the MA program until their criminal record has been cleared. For a list of disqualifying crimes, see arcweb.sos.state.or.us/pages/rules/oars_400/oar_407/407_007.html or the background check links at cocc.edu/medical-assistant/additional-requirements.
- 10 panel drug screen completed as a condition of enrollment into program classes.
- Students must complete a 10 panel urine drug screen with the vendor chosen by COCC prior to entry into Medical Assistant program classes.
- With the exception of certain prescribed medications, students with a positive drug screen, which prevents them from attending clinical, will be disqualified from entering the program. Please refer to the Medical Assisting Program Handbook and website cocc.edu/medical-assistant for more detailed information.
- Documentation of current immunizations (CDC adult schedule).
 - Hep B, MMR, Varicella, Flu, Tdap, TB blood test
- Additional immunizations or background checks may be required by practicum sites at the student's expense.
- Students who leave or are dropped from the program may re-enter the next Fall with the permission of the program director. In rare cases, a student may re-enter at a different point in the program on a space available basis and with permission from the director of the program. Students may be required to repeat demonstrations of previous competencies to ensure they have retained the required skills and knowledge to progress in the program.

MINIMUM GPA OR GRADE REQUIREMENTS

All courses must be completed with a "C" or better and graduates must have an overall 2.0 GPA or higher.

In order to earn a "C" in a course with a MA prefix, students must pass 100 percent of psychomotor and affective competencies, average 75 percent overall in the class, pass 75 percent of check-offs on the first attempt and average 75 percent on exams.

REGISTRATION INFORMATION

Program (MA) courses begin once per year in Fall term. Students wishing to register in the Fall MA cohort must meet the basic prerequisite competencies and may register according to seat availability on a first-come, first-served basis, determined by the priority registration schedule. Students may view the priority registration schedule at cocc.edu. After successful registration into the MA program, MA courses must be taken together and sequentially. Please see the Medical Assisting program website cocc.edu/medical-assistant for more information or contact the program director and/or the CAP Center.

PROGRAM STANDARDS

Students must maintain an average of 75 percent on tests and 75 percent overall in each class to progress to subsequent core program classes. Students must pass 75 percent of lab skills check-offs on the first attempt to progress to subsequent core program classes. Students must demonstrate medication administration proficiency through a high score on a drug calculation exam prior to entering practicum. Students must complete 100 percent of psychomotor and affective competencies as identified by the program's accrediting body and complete a minimum of 160 hours of practicum to complete the program.

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PROGRAM COURSE REQUIREMENTS**Prerequisite Courses**

AH 111	Medical Terminology I	3
AH 112	Medical Terminology II	3
AH 113	Introduction to the Study of Disease	5
BI 121, 122	Anatomy and Function I, II	8-12
or BI 231, 232, 233	Human Anatomy and Physiology I, II, III	
CIS 010	Computer Keyboarding	1
(may be taken prior to entry or any time during the program)		
CIS 120	Computer Concepts	0-4
or Computer Competency Test		
MTH 095	Intermediate Algebra or higher	4
SP 218	Interpersonal Communication	3
WR 121	Academic Composition	4

Core Requirements

MA core courses are taken together and sequentially after students have registered for the Medical Assistant program.

MA 110	Introduction to Clinical Medical Assisting	7
MA 111	Introduction to Professional Medical Assisting	5
MA 120	Clinical Medical Assisting II	7
MA 121	Administrative Medical Assisting	5
MA 137	Application of Professional Medical Assisting	4
MA 140*	Nutrition, CPR and First Aid for Medical Assistants	3
MA 147	Medical Assistant Practicum I	5
MA 150	Pharmacology for Medical Assistants	3

*Students who do not earn required CPR/First Aid cards during this course will be required to earn these at their own expense prior to the start of practicum.

