

Raritan Valley Community College

2015-2016 Catalog

Medical Assistant, Certificate

The Medical Assistant Certificate program prepares a student for a career in the field of medical assisting. A Medical Assistant performs routine administrative and clinical tasks under the supervision of a physician, other health practitioner, or office manager. Clinical skills include taking medical histories and recording vital signs, assisting with the primary physical exam and other specialty exams, preparing patients for minor surgical procedures, providing patient education, cleaning and sterilizing instruments, and assisting in the collection and analysis of laboratory specimens. Administrative skills include coordinating and scheduling patient appointments, receiving and processing patients in the office, preparing and maintaining patient records, coding and filing health insurance claims, and performing bookkeeping tasks.

In addition to academic requirements, a Medical Assistant should possess certain personal characteristics to successfully work in the people-centered environment of the medical care facility. These qualifications include dependability, flexibility, good communication skills, positive attitude, and a genuine concern for others.

The curriculum plan for the Medical Assistant Certificate Program includes two consecutive semesters of basic classroom study and skills lab practice. This is followed by a six-week, unpaid professional practicum in a doctor's office during the summer semester. The professional practicum will provide the student with an opportunity to apply the skills they have learned in the classroom setting to the real life environment, which will include interactions with patients, physicians, and office staff members in a doctor's office.

The Medical Assistant 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 (MAERB).

Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756 727-210-2350

Graduates will be able to sit for the Certified Medical Assistant (CMA) exam offered by the American Association of Medical Assistants (AAMA) or the Registered Medical Assistant (RMA) exam offered by the American Medical Technologists.

Graduates are able to:

- function as members of the healthcare team
- perform clinical and administrative tasks under a supervising physician, other health practitioner or office manager
- communicate professionally, accurately, and within legal/ethical boundaries
- display a professional manner and image
- demonstrate standard safety and emergency practices and procedures while performing assigned duties

NOTE: Background checks are required prior to registering for the summer practicum. Applicants convicted of a felony are not eligible to sit for the CMA/RMA national certification examinations unless the certifying board grants a waiver based on one or more of the mitigating circumstances listed in the disciplinary standards.

Curriculum – Certificate Program

Prerequisite Courses

Mathematics Proficiency ¹

Technological Competency ²**First Semester - Fall**

- [ENGL 111 - English Composition I](#) **3 Credits**
- [MATC 111 - Administrative Medical Assistant Principles](#) **7 Credits**
- [BIOL 120 - Human Biology](#) **4 Credits** ³
- [HLTH 150 - Medical Terminology](#) **3 Credits** ⁴

Second Semester - Spring

- [MATC 121 - Clinical Medical Assistant Principles](#) **7 Credits**
- [MATC 116 - Phlebotomy Theory and Lab](#) **1 Credit**
- [HLTH 109 - Pharmacology](#) **2 Credits** ⁵
- [HLTH 107 - Pathophysiology](#) **3 Credits** ⁵

Third Semester - Summer

- [MATC 128 - Medical Assistant Professional Practicum](#) **6 Credits** ⁶

Total Credits 36

¹ This certificate requires minimum math proficiency through [MATH 020 Elementary Algebra](#).

² Select from one of the following courses: [CISY 102 Computer Literacy](#) or [CISY 103 Computer Concepts and Programming](#) or [CISY 105 Foundations of Computer Science](#). Technological Competency may also be met by passing the Technological Competency Test (no credit).

³ [BIOL 124 Human Anatomy & Physiology I](#) and [BIOL 125 Human Anatomy & Physiology II](#) may be substituted.

⁴ Online seven-week or full-term class.

⁵ Online full-term class.

⁶ Prior to registering for [MATC 128 Medical Assistant Professional Practicum](#), students must provide Basic Life Support (BLS) Certification by the American Heart Association, a criminal history background check, and documentation of student liability insurance. Student must also provide results of a physical examination, mantoux test, laboratory and urine drug screening, proof of immunizations and current tetanus shot. All documents will be submitted to the Medical Assistant Program Coordinator. These requirements will be discussed during MATC 121 in the second semester.

[Gainful Employment Disclosure](#)
