ALLIED HEALTH
Medical Assistant Certificate

What is a Medical Assistant?
Medical assistants perform clinical tasks such as basic lab tests and assisting with examinations and procedures as well as administrative tasks such as scheduling appointments, coding, billing and patient education, under the direction of a licensed physician.

Why You Should Attend:
According to the U.S. Bureau of Labor Statistics, medical assisting is projected to be one of the fastest growing occupations in the nation.

Entrance Requirements:
Proficiency in spoken and written English

Program Requirements:
In addition to successfully completing the 12 courses of the Medical Assistant Program, you must:
- Successfully complete a criminal background check prior to entering Clinical Procedures. Information provided on the first day of class.
- Provide immunization records and personal health insurance card prior to entering externship. Information provided on the first day of class.
- Wear scrubs and lab coat with college patch to class (approximate cost $15-$30 per set) available at College Bookstore. White lab coat is required for Clinical Procedures and Phlebotomy II.
- Purchase textbook for first day of class. Medical Assistant Tool Kit is required for Clinical Procedures. Both are available at College Bookstore.

NOTE: An attendance rate and final grade of 80 percent or higher is required to pass each class.
NOTE: Wear closed-toe shoes to all classes.

COLLEGE CREDIT
Sixteen (16) credits toward a Middlesex County College Degree, through the Health Science option, may be awarded to students who successfully complete all requirements of the Medical Assistant program.

Prior learning Assessment: Prior experience within the medical assisting field may lead to additional credits. Determination is made by committee review.

For additional information regarding college credit only, contact Steve Larkin 732.906.2581 or Slarkin@middlesexcc.edu.

Middlesex County College is approved by the American Medical Technologists Association (AMT). Upon successful completion of the Medical Assistant Program, you may sit for the AMT’s Registered Medical Assistant certification (RMA). The RMA is accredited by the National Commission for Certifying Agencies (NCCA).

www.americanmedtech.org

Middlesex County College has been approved and recognized by the National Healthcareer Association (NHA). Upon successful completion of the Medical Assisting Program, students may sit for NHA’s Certified Medical Assistant (CCMA) certification examination.

www.middlesexcc.edu/profcom
Course requirements for the Medical Assistant

1. Anatomy, Physiology & Terminology for the Medical Assistant
2. Today's Health Care Office
3. Pharmacology for the Medical Assistant
4. Career Preparation
5. Clinical Procedures for the Medical Assistant
6. Bloodborne Pathogens Certification
7. Basic Life Support CPR
8. First Aid for the Medical Assistant
9. Phlebotomy I
10. Phlebotomy II
11. ECG/EKG Technician
12. Medical Assistant Externship

MEDICAL ASSISTANT WAIVER

In certain situations, various Medical Assistant courses may be waived at the discretion of the College. In order to be considered, you must submit appropriate documentation to support your request with a $75 processing fee per course. Call 732.906.7740 for more information.

PAYMENT OPTIONS:
NEW MEDICAL ASSISTANT STUDENT DISCOUNT:
Total cost for eight (MA I-MA VIII only) of the 12 required courses: $3,438 (Save $264)
Savings are available to students who enroll, with payment, for eight of the 12 required Medical Assistant courses offered this semester.
Pay as You Go for NEW Medical Assistant students: $3,702

NEW MEDICAL ASSISTANT STUDENTS

MA I: Anatomy, Physiology and Terminology for the Medical Assistant
CEU 10.2
Learn basic anatomy and physiology and the terminology used in the medical office.
Textbook required for FIRST class, available at College Bookstore. Scrubs and closed-toe shoes required for first day of class.
Instructor: A. Pucillo, Tuition $801 + general fee $159. Total $960.
Prerequisite: See Entrance Requirements
AHMA 002-20 Mondays-Thursdays, 9 a.m.-4 p.m., and Fridays 9 a.m.-Noon, September 14-October 8 (19 sessions)

MA II: Today's Health Care Office
CEU 7.2
Topics include how to run a successful practice, policies and procedures, scheduling, insurance, billing, collection and coding, and the use of medical software.
Textbook required for FIRST class, available at College Bookstore.
Instructor: A. Pucillo, Tuition $600 + general fee $120. Total $720.
Prerequisite: Successful completion of Anatomy, Physiology & Terminology for the Medical Assistant.
AHMA 012-09 Mondays-Thursdays, 9 a.m.-4 p.m., and Fridays 9 a.m.-Noon, October 13-29 (13 sessions)

MA III: Pharmacology for the Medical Assistant
CEU 3.0
Learn about the families of drugs, including benefits and side effects, information contained in prescriptions and regulations for administration.
Textbook required for FIRST class, available at College Bookstore.
Instructor: A. Pucillo, Tuition $200 + general fee $100. Total $300.
Prerequisite: Successful completion of The Healthcare Office
AHMA 013-09 Mondays-Fridays, 9 a.m.-Noon, November 2-November 16 (no class November 11) (10 sessions)

MA IV: Career Preparation
CEU 2.4
Topics include identifying jobs, writing a resume, interviewing and communication skills.
Instructor: A. Pucillo, Tuition $175 + general fee $50. Total $225.
Required: Bring a flash drive to the First class
AHMA 006-20 Mondays-Thursdays, 1-4 p.m., November 2-November 12 (no class November 11) (8 sessions)
MA VI: Clinical Procedures for the Medical Assistant

CEU 11.7

Physicians depend upon medical assistants to perform therapeutic procedures such as bandaging, eye and ear irrigation, and heat and cold therapy. Obtaining, analyzing and transporting quality specimens, and maintaining laboratory instruments and equipment as well as assisting the physician are all part of the job. Students will have an opportunity to practice procedures in a laboratory setting, and learn how to educate, support and comfort patients.

**Textbook required** for FIRST class, available at College Bookstore.

**Instructor:** A. Pucillo, Tuition $750 + general fee $349 + consumables fee $75. Total $1,174.

**Prerequisite:** Successful completion of Medical Assistant Program I-IV, criminal background check, physical examination with current immunizations and personal health insurance coverage.

**AHMA 015-09** Mondays-Thursdays, 9 a.m.-4 p.m., and Fridays, 9 a.m.-Noon (December 21, 9 a.m.-Noon), November 18-December 21 (no class November 26, 27) (22 sessions)

MA V: Bloodborne Pathogens Certification

CEU 0.4

Topics include OSHA Bloodborne Standard providing safeguards and management to protect workers against health hazards from exposure to blood and other infectious materials. At the conclusion of the course, you will receive your OSHA Bloodborne Pathogen certification through the American Health and Safety Institute (AHSI).

**Instructor:** Community Safety Consultants, Tuition $45 + general fee $80. Total $125.

**AHMA 024-09** Saturday, 9 a.m.-1 p.m., December 12

**Location:** Edison Campus

MA VII: Basic Life Support CPR

CEU 0.45

Health Care Provider BLS CPR is designed to meet the needs of health care professionals.

**NOTE:** Classes are open to current Medical Assistant students only and are co-sponsored with Community Safety Consultants.

Tuition $34 + general fee $65. Total $99.

**AHMA 025-05** Monday, 9 a.m.-1:30 p.m., December 19

**Location:** Edison Campus

MA VIII: First Aid for the Medical Assistant

CEU 0.8

Standard First Aid Level 2 is designed to meet the needs of health care professionals.

**NOTE:** Classes are open to current Medical Assistant students only and are co-sponsored with Community Safety Consultants. Classes meet at the Metuchen First Aid Squad, 7 Safety Place, Metuchen, N.J.

Tuition $34 + general fee $65. Total $99.

**Prerequisite:** Successful completion of CPR.

**AHMA 026-05** Tuesday & Wednesday, 9 a.m.-1 p.m., December 22, 23

ATTENTION MEDICAL ASSISTANT STUDENTS

The remaining Medical Assistant Courses (EKG, Phlebotomy and MA Externship) will be offered in Spring 2016

RETURNING MEDICAL ASSISTANT STUDENTS

MA X: Externship for the Medical Assistant

CEU 20.0

At a clinic or other medical facility, you will perform the duties of a medical assistant under supervision. You are required to work 200 hours.

**NOTE:** Most externship sites operate during weekday hours only but you may be required to work an alternate schedule. A mandatory three-hour orientation is required prior to the start of fieldwork. Externship coordinator: E. Fishman, Tuition $850 + general fee $149, Total $999.

**Prerequisites:** Successful completion of MA I-VIII, ECG/EKG and Phlebotomy I & II.

**AHMA 016-13** Mandatory Orientation: Wednesday, 9 a.m.-Noon, October 7

**NOTE:** Proof of health insurance, immunizations, current BLS CPR certification and criminal background check are mandatory prior to receiving an externship assignment.

You may qualify for job placement assistance at no charge. Questions?

Contact Elliot Fishman at 732.548.6000 ext. 3816.

**NOTE:** An Elective for Medical Assistant students, Electronic Health Records (EHR) will be offered in January 2016