



# discover MEDICAL ASSISTANT

## Program Requirements 2012-2013 CATALOG

### MEDICAL ASSISTING CERTIFICATE

Schoolcraft program code # 1YC.00026

The Medical Assisting Program is designed to prepare the student for entry-level employment as a Medical Assistant. The curriculum is designed to prepare the student to acquire knowledge, skills and behavior necessary for a competent entry-level medical assistant in a healthcare setting. The program is designed to coordinate classroom and laboratory experience with practical experience in a healthcare facility such as the physician's office. Medical assistants are multi-skilled allied health professionals who perform a wide range of roles in physicians' offices, clinics and other healthcare settings. They are proficient in a multitude of clinical and administrative tasks and are widely viewed by doctors as vital members of the healthcare delivery team. Students are required to achieve a grade of 2.0 or better for all HIT and MA courses. Academic and medical assisting courses must be completed by the end of the winter semester to be eligible for placement in the Office Practicum offered in the spring. The Office Practicum is an externship that is structured to provide experiences in applying knowledge, in performing administrative and clinical procedures and in developing professional attitudes for interacting with other professionals and consumers in a healthcare facility.

Students who successfully complete all Program Courses qualify for a Certificate of Program completion.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Graduates are eligible to take the Certified Medical Assistant (CMA) examination conducted by the certifying board of the American Association of Medical Assistants.

**This program requires a special admissions process. Contact the Admissions and Enrollment Center at 734-462-4426 or [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu) to complete an application. Students may apply while enrolled in Fall Semester courses.**



### SAMPLE SCHEDULE OF COURSES

#### ADMISSION PREREQUISITES

BIOL 105	Basic Human Anatomy and Physiology.....	4
HIT 104	Medical Terminology.....	4
		<b>8</b>

#### FIRST YEAR Fall Semester

MA 134	Medical Insurance Coding.....	3
MA 140	Medical Office Procedures.....	3
MA 110	Phlebotomy.....	4
CIS 120	Software Applications.....	3
		<b>13</b>

#### Winter Semester

MA 174*	Medical Laboratory Techniques.....	4
MA 180*	Medical Office Clinical Procedures.....	4
MA 155	Medical Insurance Billing.....	3
		<b>11</b>

#### Spring Session

MA 195	Office Practicum.....	<b>3</b>
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**PROGRAM TOTAL 35 CREDITS**

\* Courses open only to students who are officially admitted to the Medical Assisting program.

**Go to [www.schoolcraft.edu/academicprograms](http://www.schoolcraft.edu/academicprograms) to see the Gainful Employment Disclosure which includes additional information about this program, such as program costs, student graduation rates, and the median debt of students who complete the program.**

For more information about accreditation please contact:

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

[www.caahep.org](http://www.caahep.org)

**Virtually any program at Schoolcraft College can be a transfer program if you plan to continue at a four-year institution to earn a bachelor's degree in your major. Visit [www.schoolcraft.edu/transfer](http://www.schoolcraft.edu/transfer) for information about transfer options. To ensure that the Schoolcraft courses you select are the specific ones required by the four-year college of your choice, be sure to consult regularly with your counselor/advisor.**

## MEDICAL BILLER/RECEPTIONIST SKILLS CERTIFICATE

Schoolcraft program code # CRT.00350

The Medical Biller/Receptionist Certificate prepares the student to answer telephones, route calls, greet visitors, respond to inquiries from the public, perform medical insurance billing and provide information about the health-care facility. Job opportunities are in medical offices, hospitals, clinics, health-related facilities, urgent care centers, and surgical centers.

All courses are not offered each semester. Students should work with the Counseling Center to set up a schedule that will work for them. A Certificate of Completion is granted after completion of required courses with a grade of 2.0 or better.

### SAMPLE SCHEDULE OF COURSES

FIRST YEAR		Fall Semester	
CIS 120	Software Applications	.....	3
HIT 104*	Medical Terminology	.....	4
MA 134*	Medical Insurance Coding	.....	3
			<b>10</b>
		Winter Semester	
MA 155*	Medical Insurance Billing	.....	3
MA 140*	Medical Office Procedures	.....	3
			<b>6</b>
<b>PROGRAM TOTAL</b>			<b>16 CREDITS</b>

\* Courses apply to the Medical Assisting Program.

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## PHLEBOTOMY SKILLS CERTIFICATE

Schoolcraft program code # CRT.00325

The Phlebotomy Certificate prepares the student for employment as a phlebotomist with job opportunities in a medical office, clinic or healthcare facility. The phlebotomist is trained to draw blood through a method called venipuncture. A venipuncture is performed when a large specimen of blood is needed for testing.

All courses are not offered each semester. Students should work with the Counseling Center to set up a schedule that will work for them. A Certificate of Completion is granted after completion of required courses with a grade of 2.0 or better.

### SAMPLE SCHEDULE OF COURSES

FIRST YEAR		Fall Semester	
BIOL 105*	Basic Human Anatomy and Physiology	.....	4
CIS 105	Computer Orientation	.....	1
HIT 104*	Medical Terminology	.....	4
			<b>9</b>
		Winter Semester	
MA 110*	Phlebotomy	.....	4
MA 140*	Medical Office Procedures	.....	3
			<b>7</b>
<b>PROGRAM TOTAL</b>			<b>16 CREDITS</b>

\* Courses apply to the Medical Assisting Program.

All courses may be applied toward the Associate of General Studies Degree.

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## PHYSICIAN OFFICE MEDICAL TRANSCRIPTION SKILLS CERTIFICATE

Schoolcraft program code # CRT.00330

The Physician Office Medical Transcription Certificate prepares the student for employment as a transcriptionist with job opportunities in a medical office, clinic, or physician office. The physician office transcriptionist is responsible for typing medical letters, chart notes, consultations, history, physicals, discharge notes, and initial office evaluations.

All courses are not offered each semester. Students should work with the Counseling Center to set up a schedule that will work for them. A Certificate of Completion is granted after completion of required courses with a grade of 2.0 or better.

### SAMPLE SCHEDULE OF COURSES

FIRST YEAR		Fall Semester	
BIOL 105*	Basic Human Anatomy and Physiology	.....	4
HIT 104*	Medical Terminology	.....	4
OIS 100	Keyboarding I	.....	2
			<b>10</b>
		Winter Semester	
HIT 114*	Pharmacology for Health Professionals	.....	2
MA 140*	Medical Office Procedures	.....	3
MT 108	Physician Office Transcription	.....	2
			<b>7</b>
<b>PROGRAM TOTAL</b>			<b>17 CREDITS</b>

\* Courses apply to the Medical Assisting Program

All courses may be applied toward the Associate of General Studies Degree.

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