

## Medical Assisting

### Credentials

Medical Biller/Receptionist Skills Certificate	16 cr.
Medical Biller/Receptionist Program AGS Degree	60 cr.
Phlebotomy Skills Certificate	17-19 cr.
Phlebotomy Program AGS Degree	60 cr.
Medical Assisting Certificate	35 cr.
Medical Assisting Program AGS Degree	60 cr.

### Major Description

Schoolcraft's nationally accredited medical assisting program will prepare you for both the care-giving and administrative aspects of the growing healthcare field. The program offers three certificate options:

- The medical biller/receptionist skills certificate can lead to a career in a variety of healthcare facilities, providing organizational and operational support.
  - The phlebotomy skills certificate program will teach students how to draw blood through the venipuncture method, preparing them for employment as a phlebotomist in a doctor's office, clinic or healthcare facility.
  - The medical assisting certificate objective is to prepare competent, entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
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## 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 healthcare facility. Job opportunities are in medical offices, hospitals, clinics, health-related facilities, urgent care centers, and surgical centers.

Students who satisfactorily complete the program requirements qualify for a certificate of program completion. All program required courses must have been completed with a grade of 2.0 or better.

Not all courses are offered each semester. Students should work with an academic advisor to develop a schedule that will work for them. Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor. Number of credits may vary depending on the course selection.

### SAMPLE SCHEDULE OF COURSES

#### First Year - Fall Semester

Course #	Course Title	Credits
CIS 120	Software Applications	3
HIT 104*	Medical Terminology	4
MA 134*	Medical Insurance Coding	3
	<b>Total Credits: 10</b>	

#### First Year - Winter Semester

Course #	Course Title	Credits
MA 155*	Medical Insurance Billing	3
MA 140*	Medical Office Procedures	3
	<b>Total Credits: 6</b>	

### PROGRAM TOTAL 16 CREDITS

\*Courses apply to the Medical Assisting Program.

## Medical Biller/Receptionist Program AGS Degree

Schoolcraft program code # AGS.00042

The medical biller/receptionist curriculum 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 healthcare facility. Job opportunities are in medical offices, hospitals, clinics, health-related facilities, urgent care centers, and surgical centers.

Any student wishing to pursue an associate degree can apply all 16 credits from the Medical Biller/Receptionist Skills Certificate toward an Associate in General Studies (AGS) degree. Depending on the desired career path, discuss other options for an associate degree with an academic advisor. All program required courses must have been completed with a grade of 2.0 or better.

Not all courses are offered each semester. Students should work with an academic advisor to develop a schedule that will work for them. Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor. Number of credits may vary depending on the course selection.

### SAMPLE SCHEDULE OF COURSES

#### First Year - Fall Semester

Course #	Course Title	Credits
CIS 120	Software Applications	3
HIT 104*	Medical Terminology	4
MA 134*	Medical Insurance Coding	3
English Communication	Select first within a set of General Education English Communication courses**	3
Humanities	Select General Education Humanities course**	3
	<b>Total Credits: 16</b>	

#### First Year - Winter Semester

Course #	Course Title	Credits
MA 155*	Medical Insurance Billing	3
MA 140*	Medical Office Procedures	3
English Communication	Select second within a set of General Education English Communication courses**	3
Mathematics	Select General Education Mathematics course**	3
Social Science	Select General Education Social Science course**	3
	<b>Total Credits: 15</b>	

## Medical Biller/Receptionist Program AGS Degree (continued)

### Second Year - Fall Semester

Course #	Course Title	Credits
Science	Select General Education Science course**	4
Humanities	Select General Education Humanities course**	1
Electives	Select courses supportive of occupational and academic goals	10
	<b>Total Credits: 15</b>	

### Second Year - Winter Semester

Course #	Course Title	Credits
Science	Select General Education Science course**	3
Social Science	Select General Education Social Science course**	3
Electives	Select courses supportive of occupational and academic goals	8
	<b>Total Credits: 14</b>	

### PROGRAM TOTAL 60 CREDITS

\*Courses apply to the Medical Assisting Program.

\*\*Please check Schoolcraft General Education requirements to determine course options.

## Medical Assisting - 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.

Students who satisfactorily complete the program requirements qualify for a certificate of program completion. All program required courses must have been completed with a grade of 2.0 or better.

Not all courses are offered each semester. Students should work with an academic advisor to develop a schedule that will work for them. Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor. Number of credits may vary depending on the course selection.

### SAMPLE SCHEDULE OF COURSES

#### First Year - Fall Semester

Course #	Course Title	Credits
BIOL 105*	Basic Human Anatomy and Physiology	4
HIT 104*	Medical Terminology	4
	<b>Total Credits: 8</b>	

#### First Year - Winter Semester

Course #	Course Title	Credits
MA 115	Phlebotomy	3
MA 140*	Medical Office Procedures	3
CIS 120	Software Applications	3
	<b>Total Credits: 9</b>	

#### First Year - Spring Session

Course #	Course Title	Credits
MA 161**	Phlebotomy Internship	2
	<b>Total Credits: 2</b>	

### PROGRAM TOTAL 17-19 CREDITS

\*Courses apply to the Medical Assisting Program.

\*\*MA 161 is not required to obtain the Phlebotomy Skills Certificate. If your major is Phlebotomy, you are strongly encouraged to complete the course in order to obtain eligibility to take the National Center for Competency Testing certification Exam. All courses may be applied toward the associate in general studies degree.

## Medical Assisting - Phlebotomy Program AGS Degree

Schoolcraft program code # AGS.00042

The phlebotomy curriculum 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.

Any student wishing to pursue an associate degree can apply all 17 credits from the Phlebotomy Skills Certificate toward an Associate in General Studies (AGS) degree. Depending on the desired career path, discuss other options for an associate degree with an academic advisor. All program required courses must have been completed with a grade of 2.0 or better.

Not all courses are offered each semester. Students should work with an academic advisor to develop a schedule that will work for them. Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor. Number of credits may vary depending on the course selection.

### SAMPLE SCHEDULE OF COURSES

#### First Year - Fall Semester

Course #	Course Title	Credits
BIOL 105*	Basic Human Anatomy and Physiology	4
HIT 104*	Medical Terminology	4
English Communication	Select first within a set of General Education English Communication courses**	3
Humanities	Select General Education Humanities course**	3
	<b>Total Credits: 14</b>	

#### First Year - Winter Semester

Course #	Course Title	Credits
MA 115	Phlebotomy	3
MA 140*	Medical Office Procedures	3
CIS 120	Software Applications	3
English Communication	Select second within a set of General Education English Communication courses**	3
Mathematics	Select General Education Mathematics course**	3
	<b>Total Credits: 15</b>	

#### First Year - Spring Session

Course #	Course Title	Credits
MA 161	Phlebotomy Internship	2
	<b>Total Credits: 2</b>	

## Medical Assisting - Phlebotomy Program AGS Degree (continued)

### Second Year - Fall Semester

Course #	Course Title	Credits
Social Science	Select General Education Social Science course**	3
Humanities	Select General Education Humanities course**	1
Science	Select General Education Science course**	3
Electives	Select courses supportive of occupational and academic goals	9
	<b>Total Credits: 16</b>	

### Second Year - Winter Semester

Course #	Course Title	Credits
Social Science	Select General Education Social Science course**	3
Electives	Select courses supportive of occupational and academic goals	10
	<b>Total Credits: 13</b>	

### PROGRAM TOTAL 60 CREDITS

\*Courses apply to the Medical Assisting Program.

\*\*Please check Schoolcraft General Education requirements to determine course options.

## Medical Assisting Certificate

Schoolcraft program code # 1YC.00026

The medical assisting certificate objective is to prepare competent, entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. 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 satisfactorily complete the program requirements qualify for a certificate of program completion. "The Medical Assisting Program of Schoolcraft College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB)." 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 Welcome Center at 734-462-4426 or [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu) to complete an application.**

Not all courses are offered each semester. Students should work with an academic advisor to develop a schedule that will work for them. Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor. Number of credits may vary depending on the course selection. Note: Students must begin MA 196 within six months of completing MA 175 & MA 180.

For more information about accreditation please contact:  
Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350  
[mail@caahep.org](mailto:mail@caahep.org)  
[www.caahep.org](http://www.caahep.org)

### SAMPLE SCHEDULE OF COURSES

#### Admission Prerequisites

Course #	Course Title	Credits
BIOL 105	<b>Basic Human Anatomy and Physiology</b>	4
HIT 104	<b>Medical Terminology</b>	4
	<b>Total Credits: 8</b>	



## Medical Assisting Certificate (continued)

### First Year - Fall Semester

Course #	Course Title	Credits
MA 134	Medical Insurance Coding	3
MA 140	Medical Office Procedures	3
MA 115	Phlebotomy	3
CIS 120	Software Applications	3
	<b>Total Credits: 12</b>	

### First Year - Winter Semester

Course #	Course Title	Credits
MA 175*	Medical Laboratory Techniques	3
MA 180*	Medical Office Clinical Procedures	4
MA 155	Medical Insurance Billing	3
HIT 114	Pharmacology for Health Professionals	2
	<b>Total Credits: 12</b>	

### First Year - Spring Session

Course #	Course Title	Credits
MA 196*	Office Practicum	3
	<b>Total Credits: 3</b>	

## PROGRAM TOTAL 35 CREDITS

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

## Medical Assisting Program AGS Degree

Schoolcraft program code # AGS.00042

The medical assisting curriculum objective is to prepare competent, entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. 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.

Any student wishing to pursue an associate degree can apply all 35 credits from the Medical Assisting Certificate toward an Associate in General Studies (AGS) degree. Depending on the desired career path, discuss other options for an associate degree with an academic advisor.

"The Medical Assisting Program of Schoolcraft College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB)." 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 Welcome Center at 734-462-4426 or [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu) to complete an application.**

Not all courses are offered each semester. Students should work with an academic advisor to develop a schedule that will work for them. Students planning to transfer should check the transfer institution's requirements/guides or discuss their options with an academic advisor. Number of credits may vary depending on the course selection. Note: Students must begin MA 196 within six months of completing MA 175 & MA 180.

For more information about accreditation please contact:  
Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
25400 U.S. Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350  
[mail@caahep.org](mailto:mail@caahep.org)  
[www.caahep.org](http://www.caahep.org)

### SAMPLE SCHEDULE OF COURSES

#### Admission Prerequisites

Course #	Course Title	Credits
BIOL 105	<b>Basic Human Anatomy and Physiology</b>	4
HIT 104	<b>Medical Terminology</b>	4
	<b>Total Credits: 8</b>	

## Medical Assisting Program AGS Degree (continued)

### First Year - Fall Semester

Course #	Course Title	Credits
MA 134	Medical Insurance Coding	3
MA 140	Medical Office Procedures	3
MA 115	Phlebotomy	3
CIS 120	Software Applications	3
English Communication	Select first within a set of General Education English Communication courses**	3
	<b>Total Credits: 15</b>	

### First Year - Winter Semester

Course #	Course Title	Credits
MA 175*	Medical Laboratory Techniques	3
MA 180*	Medical Office Clinical Procedures	4
MA 155	Medical Insurance Billing	3
HIT 114	Pharmacology for Health Professionals	2
English Communication	Select second within a set of General Education English Communication courses**	3
	<b>Total Credits: 15</b>	

### First Year - Spring Session

Course #	Course Title	Credits
MA 196*	Office Practicum	3
	<b>Total Credits: 3</b>	

### Second Year - Fall Semester

Course #	Course Title	Credits
Humanities	Select General Education Humanities course**	3
Mathematics	Select General Education Mathematics course**	3
Science	Select General Education Science course**	3
Social Science	Select General Education Social Science course**	3
	<b>Total Credits: 12</b>	

## Medical Assisting Program AGS Degree (continued)

### Second Year - Winter Semester

Course #	Course Title	Credits
Humanities	Select General Education Humanities course**	1
Social Science	Select General Education Social Science course**	3
Elective	Select course supportive of occupational and academic goals	3
	<b>Total Credits: 7</b>	

### PROGRAM TOTAL 60 CREDITS

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

\*\*Please check Schoolcraft General Education requirements to determine course options.