

MEDICAL ASSISTING

Credentials

| | |
|---|--------|
| Medical Biller/Receptionist skills certificate..... | 16 cr. |
| Physician Office Medical Transcription skills certificate | 17 cr. |
| Phlebotomy skills certificate | 16 cr. |
| Medical Assisting certificate | 35 cr. |

Major Description

Are you a people person and a born organizer with an interest in healthcare? You may have the skills it takes to excel at a career in medical assisting. Schoolcraft's programs prepare you to handle both the care-giving and administrative aspects of the growing healthcare field

- Medical assisting certificate will prepare you for entry-level employment as a medical assistant, who perform a wide range of roles in physician's offices, clinics and other healthcare settings.
- Medical biller/receptionist skills certificate will prepare you for employment in a variety of healthcare facilities providing organizational support and ensuring their smooth operation and patient satisfaction.
- Phlebotomy skills certificate will get you ready for employment as a phlebotomist in a medical office, clinic or healthcare facility, drawing blood through a method called venipuncture.
- Physician office medical transcription skills certificate will prepare you for employment as a transcriptionist, responsible for typing medical letters, chart notes, consultations, history, physicals, discharge notes and initial office evaluations.

Job Titles & Median Salaries or Hourly Rates

- Medical Assistant: \$28,860 (national)
- Medical Biller/Receptionist: \$33,710 (national)
- Phlebotomist: \$36,280 (national)

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.

All courses are not offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them. Students who satisfactorily complete the program requirements 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) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMA). 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 to complete an application.

Medical Assisting Certificate

SAMPLE SCHEDULE OF COURSES

Admission Prerequisites

| | | |
|----------|---|---|
| BIOL 105 | Basic Human Anatomy and Physiology..... | 4 |
| HIT 104 | Medical Terminology | 4 |

Total Credits 8

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 |

Total Credits 13

First Year—Winter Semester

| | | |
|---------|--|---|
| MA 174* | Medical Laboratory Techniques..... | 4 |
| MA 180* | Medical Office Clinical Procedures | 4 |
| MA 155 | Medical Insurance Billing | 3 |

Total Credits 11

First Year—Spring Session

| | | |
|--------|-----------------------|---|
| MA 195 | Office Practicum..... | 3 |
|--------|-----------------------|---|

Total Credits 3

PROGRAM TOTAL 35 CREDITS

* Courses open only to students who are officially admitted to the medical assisting 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
mail@caahep.org
www.caahep.org

Medical Biller/Receptionist Skills Certificate

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.

All courses are not offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them. 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.

SAMPLE SCHEDULE OF COURSES

First Year—Fall Semester

| | | |
|----------|-------------------------------|---|
| CIS 120 | Software Applications | 3 |
| HIT 104* | Medical Terminology | 4 |
| MA 134* | Medical Insurance Coding..... | 3 |

Total Credits 10

First Year—Winter Semester

| | | |
|---------|---------------------------------|---|
| MA 155* | Medical Insurance Billing | 3 |
| MA 140* | Medical Office Procedures | 3 |

Total Credits 6

PROGRAM TOTAL 16 CREDITS

* Courses apply to the medical assisting program.

Phlebotomy Skills Certificate

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 an academic advisor or counselor to develop a schedule that will work for them. 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.

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 |

Total Credits 9

First Year—Winter Semester

| | | |
|---------|---------------------------------|---|
| MA 110* | Phlebotomy..... | 4 |
| MA 140* | Medical Office Procedures | 3 |

Total Credits 7

PROGRAM TOTAL 16 CREDITS

* Courses apply to the medical assisting program.

All courses may be applied toward the associate in general studies degree.

Physician Office Medical Transcription Skills Certificate

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 an academic advisor or counselor to develop a schedule that will work for them. 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.

SAMPLE SCHEDULE OF COURSES

First Year—Fall Semester

| | | |
|-----------|---|---|
| BIOL 105* | Basic Human Anatomy and Physiology..... | 4 |
| HIT 104* | Medical Terminology | 4 |
| OIS 100 | Keyboarding 1 | 2 |

Total Credits 10

First Year—Winter Semester

| | | |
|----------|--|---|
| HIT 114* | Pharmacology for Health Professionals..... | 2 |
| MA 140* | Medical Office Procedures | 3 |
| MT 108 | Physician Office Transcription..... | 2 |

Total Credits 7

PROGRAM TOTAL 17 CREDITS

* Courses apply to the medical assisting program.

All courses may be applied toward the associate in general studies degree.