

Area of Study: Health Sciences
Pathway: Certified Medical Assistant
Type: Certificate
Curriculum Code: CMA.CMA.CERT (C318A)

(Total Program Credits: 32)

A Medical Assistant is a multi-skilled allied health care professional trained to perform clinical and administrative tasks in an outpatient setting under the supervision of a licensed health care provider, usually a physician. Medical Assistants assist physicians in the diagnosis and treatment of patients and perform other tasks to meet patient needs and to manage clinic operations.

As an important member of the health care team, the duties of medical assistants vary according to a clinic’s location, size, and specialty. Medical Assistants record patient histories, measure vital signs and physical dimensions, prepare for and assist with examination and treatment procedures, collect and test laboratory specimens, provide patient education, prepare and administer medications, and perform diagnostic tests. Administrative responsibilities may include reception and telephone management, scheduling appointments, maintaining medical records, preparing financial records, preparing insurance claims, and related operational tasks.

PROGRAM LEARNING OUTCOMES:

At the successful completion of the Certified Medical Assistant Certificate, the graduate will be able to:

- demonstrate entry-level competence in the learning domains of the medical assistant profession;
- employ effective oral and written communication skills within the scope of health services delivery;
- comply with the legal and ethical standards of the medical assistant profession; and
- pass a recognized medical assistant credentialing exam.

All coursework must be completed with a grade of “C” or better.

Placement Measures MAT, RHT, and COL sequence placement will be determined by an Academic Advisor. Contact your Academic Advisor or Transfer Specialist (if transferring), before registering for courses. *Developmental education courses do not transfer. They assist students in the path towards college credit.*

Program Map for All Students

Semester One: Fall	Category	Next Steps
AHL 120 Comprehensive Medical Terminology (3)	<i>Required</i>	Meet with your Academic Advisor to create an academic plan. Explore stackable certificate(s)/degree(s)
BUS 107 Microsoft Office in Business Applications (3) OR CIS 101 Computer Systems & Business Applications (3)	<i>Required</i>	
CMA 101 Introduction to Medical Assisting (2)	<i>Required</i>	
CMA 102 Medical Assistant Administrative Applications I (3)	<i>Required</i>	
CMA 110 Medical Assistant Clinical Applications I (3)	<i>Required</i>	

14 Credit Hours

Semester Two: Spring	Category	Next Steps
AHL 103 Basic Pharmacology for Allied Health Professionals (1)	<i>Required</i>	Meet with your Academic Advisor to update your academic (and transfer plan option) Attend a Ready to Apply Workshop .
BIS 101 Human Biology (4) OR BIS 136 Functional Human Anatomy I (4) OR BIS 240 Human Anatomy & Physiology I (4)		
CMA 103 Medical Assistant Administrative Applications II (3)	<i>Required</i>	
CMA 130 Medical Assistant Clinical Applications II (3)	<i>Required</i>	
CMA 180 Medical Assistant Laboratory Applications (3)	<i>Required</i>	

14 Credit Hours

Semester Three: Summer	Category	Next Steps
CMA 200 Medical Assistant Practicum (1)	<i>Required</i>	Meet with your Academic Advisor to finalize your academic plan for graduation and register for stackable certificate/degree (option). Submit graduation petition by deadline (check for the specific date in catalog or syllabus.) Submit application for and subsequently take a medical assistant credentialing exam.
CMA 250 Certified Medical Assistant Seminar (3)	<i>Required</i>	

4 Credit Hours

Note: All program requirements must be completed with a grade of "C" or higher.

See CMA course descriptions (p. **Error! Bookmark not defined.**).

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