

The Career Certificate (C.C.) in Medical Assisting prepares students for a career in the multi-skilled field of medical assisting which includes instruction in the performance of basic clerical/medical office duties and clinical skills.

The Medical Assisting program seeks to provide quality education and training that promotes personal growth of the individual student and to develop skills necessary to succeed in the workplace.

<input checked="" type="checkbox"/> Task
<input type="checkbox"/> Complete an academic degree plan with your program advisor.
<input type="checkbox"/> Satisfy the career certificate graduation requirements.

Career Options

You will attain the knowledge and skills needed for such career options as Administrative and clinical assisting in primary and specialized medical facilities, Phlebotomy technician, and EKG technician. **Related Career Pathways** include the following: Dental assisting, Registered Nurse, Medical records and health information technicians, Occupational therapy assistants, Physical therapist assistants, Psychiatric technicians, Radiologic technologists, Respiratory therapists, Health Care Administrator, Medical and Clinical Laboratory Technologist.

Note: If you are considering employment in a state other than Florida, please visit <https://www.fscj.edu/academics/license-disclose> to determine if this program will meet the selected state's requirements to sit for licensure or certification testing.

Application Procedure

This is a Limited Access program. Students must follow the application procedure outlined in the current College Catalog. Additional information is available in the program application, which may be accessed via <https://www.fscj.edu/5648>. The **application deadline** is May 15 of each year with classes starting in the fall term.

Advising

(904) 997-2526 or elysia.cochran@fscj.edu.

Sample Roadmap

This roadmap provides general guidance about required courses. For specific guidance about your individual academic degree plan, please see an advisor. Also refer to the College Catalog and class schedules for additional information. **This program is offered for full-time student enrollment.**

<input checked="" type="checkbox"/>	Course: Course Title	Contact Hours	Weeks Per Course
<input type="checkbox"/>	HSC 0003: Basic Healthcare Worker	90	3
<input type="checkbox"/>	MEA 0530C: Pharmacology for Medical Assisting	90	3
<input type="checkbox"/>	MEA 0506C: Administrative Office Procedures	90	3
<input type="checkbox"/>	MEA 0002C: Introduction to Medical Assisting	250	8
<input type="checkbox"/>	MEA 0581C: Clinical Assisting	230	7.6
<input type="checkbox"/>	MEA 0501C: Medical Office Procedures	75	2.5
<input type="checkbox"/>	MEA 0521C: Phlebotomist, MA	75	2.5
<input type="checkbox"/>	MEA 0543C: EKG Aide, MA	75	2.5
<input type="checkbox"/>	MEA 0573C: Laboratory Procedures	125	4
<input type="checkbox"/>	MEA 0942: Practicum Experience	200	5

Total Program Hours

Students considering a Career Certificate in **Medical Assisting** should be aware that the program requires **1300 contact/clock hours** that must be completed and documented. Students should also understand and accept the attendance requirements prior to enrolling in this career certificate program. This career certificate program **is eligible** for financial aid.

Adult Basic Skills

Adult Basic Skills are a major criterion in students' completion of the program. For additional information, please see an advisor.

Important for You to Know

See the College Catalog for information about required background and drug screening, as well as physical examination and immunization requirements.

Related Industry Certifications

Upon completion of this program, students will be prepared for the following certifications or licenses:

- Registered Medical Assistant Examination (RMA) offered by American Medical Technologists (AMT). Learn more about the RMA exam at <http://americanmedtech.org/Certification/Get-Certified/tabs/1-eligibility-tab> and AMT at americanmedtech.org.
- Certified Phlebotomy Technician (CPT) and Certified EKG Technician (CET) offered by the National Healthcareer Association (NHA). Learn more about CPT certification at [nhanow.com/certification/nha-certifications/certified-phlebotomy-technician-\(cpt\)](http://nhanow.com/certification/nha-certifications/certified-phlebotomy-technician-(cpt)), the CET certification at [nhanow.com/certification/nha-certifications/certified-ekg-technician-\(cet\)](http://nhanow.com/certification/nha-certifications/certified-ekg-technician-(cet)), and the NHA at nhanow.com.

Program Learning Outcomes

- Upon completing this program, students will be able to:
- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively and understand legal and ethical responsibilities.
- Demonstrate proper use of medical terminology and apply basic math and science skills.
- Perform administrative, general office duties, and clinical skills.
- Demonstrate accepted professional, communication, and interpersonal skills as related to medical assisting.
- Recognize and practice safety, security procedures, and respond to emergency situations.
- Recognize and identify collection reagents supplies, equipment and interfering chemical substances and practice infection control following standard precautions.
- Demonstrate knowledge of and application use of medical instrumentation modalities, while performing the fundamentals of microbial control and use of aseptic and sterile techniques.
- Perform CLIA-waived diagnostic clinical laboratory procedures.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Demonstrate knowledge of pharmaceutical principles and administer medications.