

MEDICAL ASSISTANT, CERTIFICATE

Medical assistants are trained to work in ambulatory settings such as physicians' offices. These multi-skilled personnel perform administrative and clinical procedures such as billing and coding, maintaining medical records, completing basic clinical assessments, recording vital signs, preparing patients for examination, collecting blood specimens, performing basic laboratory tests, performing electrocardiograms (EKGs), preparing and administering medications, and assisting physicians with treatment and/or minor procedures. This certificate requires a minimum of 39 credits in program requirements.

For more information about Medical Assistant, please visit the program page (<http://www.cod.edu/medical-assistant/>).

Certificate Requirements

Field of Study Code: MASST.CER

Code	Title	Credits
Program Required Courses		
Select one of the following:		4-8
ANAT 1500	Survey of Human Anatomy and Physiology	
ANAT 1551 & ANAT 1552	Human Anatomy and Physiology I and Human Anatomy and Physiology II	
ANAT 1571 & ANAT 1572	Anatomy and Physiology With Cadaver I and Anatomy and Physiology With Cadaver II	
Select one of the following:		2-3
CIS 1110	Introduction to Informatics	
CIS 1150	Understand Computers/Information/ Systems	
OFTI 1200	MS Office for Professional Staff	
HLTHS 1110	Biomedical Terminology	3
MASST 1125	Introduction to Medical Assisting	1
MASST 1131	Administrative Procedures for the Health Care Office	2
MASST 1133	Practice Finance for Medical Assistants	3
MASST 2211	Legal and Ethical Aspects of Health Care	3
MASST 2233	Pathophysiology for Medical Assisting	3
MASST 2235	Diagnostic Procedures for Medical Assistants	3
MASST 2237	Assisting With Medical Specialties	3
MASST 2239	Medical Assistant Clinical Procedures	3
MASST 2245	Workplace Development for Medical Assistants	2
MASST 2250	Medical Assistant Practicum	3
MASST 2253	Certified Medical Assistant Exam Prep	1
PSYCH 1100	General Psychology	3
Total Credits		39-44