

## Medical Assistant Proficiency Certificate

**Description:** Medical assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics and group practices. As multi-skilled allied health team members, medical assistants perform a variety of administrative and clinical procedures in these settings.

Students gain a basic knowledge of communication skills, medical terminology, anatomy and physiology, laboratory procedures, administrative procedures and patient care techniques. These content areas are presented in the classroom, practiced in the laboratory setting.

Students who complete the proficiency certificate for the **Medical Assistant** will be able to use these courses to continue their education and obtain an Associate Degree in Health Care Studies.

The certificate will be offered at the College's Northeast Regional Center.

### Student Learning Outcomes:

Upon successful completion of the Medical Assistant Proficiency Certificate, students will be able to:

- Use the correct terminology for diseases, symptoms, diagnostic studies, treatments, and surgical procedures.
- Demonstrate competency in the performance of clinical skills expected for an entry-level Medical assistant.
- Explain and perform basic lab tests to include collecting blood specimens and point of care testing.
- Perform front office administrative and financial procedures required in a medical setting.

**Admissions Process:** Admission into the Medical Assistant Proficiency Certificate is selective, competitive, and requires potential students to fulfill all admission requirements of the College. Applications submitted from October 1st until March 1st will receive priority in the Allied Health admissions review process.

Students must meet the following minimum requirements before applying to the Medical Assistant Proficiency Certificate:

- High school diploma or GED
- Demonstration of readiness for [ENGL 101](#) and [FNMT 118](#) as determined by the College's placement tests or by successfully completing developmental coursework
- Applicants with previous college experience must have a minimum grade point average of 2.0

Students new to the College must begin the process of applying to the Medical Assistant Proficiency Certificate by first [applying](#) to the College. Transcript evaluation and completion of a placement test (or test waiver) is required.

Current College students must begin the application process by:

- Submitting official copies of supporting documents (e.g. official transcript)
- Completing and signing an application form

Applicants who complete and meet the aforementioned requirements will be eligible to continue in the admissions process and will be contacted, in writing, regarding attendance at a program information session with the Allied Health Department Head (or designee).

### **Conditions for Acceptance**

All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

1. Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis.
  - Students who are registered with the Center on Disability must inform the Department Head if special accommodations are required.
2. Completion of Criminal Background Check
  - Conviction of serious and/or violent crimes results in denial of admission into the Medical Assistant Proficiency Certificate Program.
3. Completion of Child Abuse Clearance
  - Any record results in denial of admission into the Medical Assistant Proficiency Certificate Program.
4. Completion of Drug Screening
  - A positive screening results in denial of admission into the Medical Assistant Proficiency Certificate.

Additional conditions for Program commencement include:

- Documentation of a complete physical examination, including required laboratory tests. All health information is kept confidential. Students will have direct contact with patients, and have the responsibility to maintain very high standards of health practice.
- Documentation of up to date immunizations prior to clinical assignment. Additional immunizations (e.g., influenza) may be necessary.
- Documentation of current health insurance coverage, which must be maintained while in the MLT 102 course.
- Purchase of student uniform.
- Adult, child, and infant CPR certification for Healthcare Providers (due prior to the commencement of MLT 102).

**Disciplinary Action:** Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any post-secondary institution is considered

in the admissions process. The Medical Assistant Program reserves the right to deny admission to any applicant who has a documented history of violating College rules and/or regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution. Students subjected to sanction as a result of violating an academic honor code or suspended or dismissed by an educational program may not qualify for credentialing examinations.

**Reconsideration:** An applicant who believes that an error of fact has been made in terms of the information provided to the decision making committee can request reconsideration by the committee. This request must be made in writing within ten days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact. Following reconsideration by the decision-making committee, the applicant can appeal the committee’s decision to the Vice President for Academic and Student Success, whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the Allied Health Department Head.

Additional expenses for students in the proficiency certificate include travel to clinical facilities, purchase of a uniform, laboratory coat, required textbooks, a physical examination, laboratory testing and inoculations.

### **Program of Study Requirements**

- Students in the Medical Assistant Proficiency Certificate may be dropped at any time if, in the opinion of the faculty and Allied Health Department Head, such students are not suited to be medical assistants.
- Students whose attitude and behavior are considered unprofessional may be dropped from the curriculum, pending a review by the faculty and Department Head.
- Students may not continue in the Medical Assistant curriculum with a grade of “D” or below in any AH or general education course.
- Students dropped from the program because of academic deficiencies will be considered for a second admission to the program after remediation of the deficiencies and recommendation of the Medical Assistant faculty. Students may be readmitted to the program only once. Part-time students must complete the program within five years of their initial enrollment.

### **Medical Assistant Proficiency Certificate Course Sequence**

<b>Course Number</b>	<b>Course Title</b>	<b>Prerequisites</b>	<b>Credits</b>
<a href="#"><u>AH 103</u></a>	Medical Terminology		3
<a href="#"><u>AH 116</u></a>	Interpersonal and Professional Skills in Health Care		3

<a href="#">BIOL 108*</a>	Essentials of Human Anatomy and Physiology		4
<a href="#">AH 112</a>	Medical Administration Procedures		3
<a href="#">AH 113</a>	Exam Room Procedures I	AH 103 with a grade of C or better, which may be taken concurrently	3
<a href="#">AH 115</a>	Exam Room Procedures II	Corequisites: AH 103, AH 113 and BIOL 108(or BIOL 109 and BIOL 110)* which may be taken concurrently; all with a grade of C or better.	3
MLT 102	Phlebotomy		4
<b>Total Credits:</b>			<b>23</b>

\*[BIOL 108](#), a one semester course in Anatomy and Physiology is the minimum requirement for this Certificate. However, students who have completed the two semester anatomy and physiology sequence ([BIOL 109-BIOL 110](#)) may substitute [BIOL 109-110](#) in place of [BIOL 108](#), provided that they have completed both [BIOL 109](#) and [BIOL 110](#).

**Successful Completion:** Successful completion of the program requires a "C" grade or better in each of the courses listed above.

**For More Information, Contact:** The Division of Math, Science and Health Careers, Room W2-7, 1700Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or email [health@ccp.edu](mailto:health@ccp.edu)