Medical Assistant Certificate Program Guide 2020-2021

Career Highlights

As a medical assistant you will perform administrative and certain clinical duties in the offices of physicians, hospitals, and other healthcare facilities. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, and administering medications as directed by physician.

For more information regarding this career visit: Career Coach.

Program Information

This program will prepare students for an entry-level position as a medical assistant in an administrative and/or a clinical setting. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a medical assistant in medical and healthcare settings.

The program prepares students to sit for the National Health Career Association (NHA), Certified Medical Administrative Assistant (CMAA) and/or Certified Clinical Medical Assistant (CCMA) examination to earn a national medial assisting certification. Certification is a voluntary process that allows individuals to build their professional credentials by providing evidence that they have attained the necessary level of knowledge, skill, and/or experience in a well-defined area. For more information visit the NHA website.

Eligibility Requirements

To be eligible for the program candidates must:

- 18 years or older.
- Apply online or in-person at any NOCE Center.
- Complete an online General Orientation at least 24 hours prior to registering for Medical Assistant Certificate Program courses.

Program Location and Contact Information

NOCE Anaheim Campus 1830 W. Romneya Drive Anaheim, CA 92801	Career Technical Education (CTE) Office, Room 513 714-808-4915, careers@noce.edu Contact for general program information	Counseling and Student Services Department, Room 215 714-808-4682 Contact for course advisement, career counseling, and college planning

Program of Study Leading to a Certificate
This information is for advisement purposes only and subject to change

Required Core Courses for Medical Assistant Certificate Core courses are listed in the order of the program's recommended sequence					
Course #	**Course Title**	**Hours**	**Prerequisite(s)**	**Corequisite**	**Completion Status**
MEDO 105	Medical Terminology	48			
❖MEDA 100	Medical Assistant, Core Concepts	36			
MEDA 101	Computers in Healthcare and EHR, Introduction	36	• COMP 685		
MEDA 110	Medical Assistant Administrative	24	• COMP 685 • MEDO 105 • MEDA 100	• MEDA 111	
MEDA 111	Medical Assistant Administrative Lab	24	• COMP 685 • MEDO 105 • MEDA 100	• MEDA 110	
MEDA 120	Medical Assistant Electronic Health Records	12	• COMP 685 • MEDO 105 • MEDA 100 • MEDA 101	• MEDA 121	
MEDA 121	Medical Assistant, Electronic Health Record Lab	24	• COMP 685 • MEDO 105 • MEDA 100 • MEDA 101	• MEDA 120	
MEDA 130	Medical Assisting Financial Concepts	24	• COMP 685 • MEDO 105 • MEDA 100	• MEDA 131	
MEDA 131	Medical Assistant Financial Concepts Lab	24	• COMP 685 • MEDO 105 • MEDA 100	• MEDA 130	
MEDA 140	Medical Billing, Introduction	24	• COMP 685 • MEDA 101	• MEDA 141	
MEDA 141	Medical Billing Lab, Introduction	24	• COMP 685 • MEDA 101	• MEDA 140	
MEDA 200	Medical Assistant Clinical Procedures Theory I	18	• MEDO 105 • MEDA 100	• MEDA 201	
MEDA 201	Medical Assistant Clinical Procedures Lab I	48	• MEDO 105 • MEDA 100	• MEDA 200	
MEDA 210	Medical Assistant Clinical Procedures Theory II	18	• MEDA 200	• MEDA 211	
MEDA 211	Medical Assistant Clinical Procedures Lab II	48	• MEDA 200	• MEDA 210	

Required Keyboarding Proficiency					
Course #	Course Title	Hours	Prerequisite(s)	Corequisite	Completion Status
COMP 685	Beginning Keyboarding	36			

Required Electives (1 Required)					
Course #	Course Title	Hours	Prerequisite(s)	Corequisite	Completion Status
PTEC 125	Human Relations for Healthcare Workers	36			
MEDA 300	Medical Assistant Simulation Lab *Due to COVID-19, this course will **not** be offered in the 2020-2021 academic year.*	108			

Completion Timeline
All required courses for the Medical Assistant Certificate must be completed and students must maintain Catalog Rights. NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN. Those students not meeting the requirements and/or not maintaining catalog rights will be required to repeat any classes and/or take any additional program requirements.

❖ Students are required to see a NOCE Counselor while enrolled in MEDA 100 to complete a student educational plan. Additional check-in meetings are recommended while enrolled in the program. Counselor appointments can be made in person at the Anaheim campus in room 215 or by phone at 714-808-4682.

Additional Program Information

Catalog Rights and Completion Deadline

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous consecutive terms, including Summer, resulting in an academic record of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

If continuous enrollment is broken the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained. The lab enrollment in CCTR 100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

Course Substitutions:

Accepted Course:	Substituted For:
HS 145C: Medical Terminology at Cypress College	MEDO 105: Medical Terminology at NOCE

Contact the CTE Office to complete and submit a Course Substitution Request form.

Challenge Exams

Course:	Requirements:
COMP 685: Beginning Keyboarding	• Completed application showing proof of work experience or typing speed of at least 25 NWPM. • If in-person services are closed due to COVID-19, the challenge exam will be administered remotely and students must meet the system requirements. • Students must pass a 5-minute keyboarding test by typing a minimum of 35 net words per minute (NWPM) with five or less errors. • Students are allowed to take the challenge exam up to (3) different days. • Students who do not pass the Keyboarding Challenge Exam within the maximum number of attempts **will be required to take COMP 685: Beginning Keyboarding.** • Contact the CTE Office at careers@noce.edu to request the application.
MEDO 105: Medical Terminology	• Proof of completion of an equivalent course from an accredited institution and/or proof of related industry experience. • Challenge exam can only be taken once. • Appointment required, contact the CTE Office.

Program Attendance and Grading Requirement:

In-Person Classes	Online Classes
First Day Of Class **ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled start time, your spot could be assigned to a student on the waitlist. No student will be allowed to enroll in a class after the established deadline.	**First Week of Attendance** **FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign in to your Canvas course and/or contact your instructor by 11:59 p.m. on Wednesday during the first week of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course**.** No student will be allowed to enroll in a class after the established deadline.

In-Person Classes	Online Classes
Ongoing Attendance Regular attendance is expected of every student.	**Ongoing Active Participation** Ongoing active participation is expected of every student. Active participation requires more than just logging into Canvas. Students who do not actively participate on a weekly basis will be dropped from the class.
Waitlisted Students Students on the waitlist should attend the first day of class. During COVID-19 waitlisted students are not authorized on campus and must contact the CTE Office for further instructions.	**Waitlisted Students** Students on the waitlist will be notified as soon as possible when seats open up in classes. If you do not accept, by the deadline given in your e-mail notification the seat will be offered to the next student on the waitlist.
Grading Policy All courses in this program are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements and the 80% or higher grading requirement.	**Grading Policy** All courses in this program are graded (Pass or No Pass). In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements through ongoing active participation and the 80% or higher grading requirement.

Graduation Check for Program Certificate and Commencement

To receive the certificate and participate in the commencement ceremony, students must schedule and attend a Graduation Check/Exit Interview appointment with a NOCE Counselor at the end of your final term to complete the application for program certificate. If you do not plan on participating in the commencement ceremony, you still <u>must</u> schedule a Graduation Check/Exit Interview appointment with a NOCE counselor.

Once the Records Office receives your application and verifies that all the requirements have been met, the program certificate will be mailed to you.