NORTH ORANGE
CONTINUING EDUCATION

Medical Assistant Certificate Program Guide

(This guide is for students who started the program in Summer 2020 or before Summer 2020 and have maintained catalog rights)

Career Highlights

As a medical assistant you will perform administrative and certain clinical duties in a variety of medical offices. 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 a front office (administrative) and back office (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 keeping the offices of physicians, podiatrist, chiropractors, and other health practitioners running smoothly.

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 counseling@noce.edu 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
Refer to this course grid to identify what courses to take to complete the program.

If you still need to take:	Enroll in these courses beginning in Fall 2020	Prerequisite(s)	Completion Status
❖MEDO 260: Introduction to Medical Assisting	❖MEDA 100 Medical Assistant, Core Concepts		
MEOC 104: Medical Terminology	MEDO 105: Medical Terminology		
MEOC 210: Intro of Computers for Health Care Workers	MEDA 101: Computers in Healthcare and EHR, Introduction	• COMP 685	
MEDO 115: Medical Assisting: Front Office Procedures	MEDA 110: Medical Assistant Administrative **AND** MEDA 111: Medical Assistant Administrative Lab *These two courses **must** be taken together*	• COMP 685 • MEDO 105 or MEOC 104 • MEDA 100 or *MEDO 260	
MEDO 235: Medical Assisting: Back Office Procedures I	MEDA 200: Medical Assistant Clinical Procedures Theory I **AND** MEDA 201: Medical Assistant Clinical Procedures Lab I *These two courses **must** be taken together*	• MEDO 105 or MEOC 104 • MEDA 100 or *MEDO 260	
MEOC 112: Medical Insurance Billing	MEDA 140: Medical Billing, Introduction **AND** MEDA 141: Medical Billing Lab, Introduction *These two courses **must** be taken together*	• COMP 685 • MEDA 101 or *MEOC 210	
MEDO 240: Medical Assisting: Back Office Procedures II	MEDA 210: Medical Assistant Clinical Procedures Theory II **AND** MEDA 211: Medical Assistant Clinical Procedures Lab II *These two courses **must** be taken together*	• MEDA 200 **AND** MEDA 201 or *MEDO 235	

**This course is not the prerequisite. However, students who took this course during or before the Summer 2020 term and maintained catalog rights can use it to waive the prerequisite. Prerequisite waivers are only valid for the 2020-2021 academic year and can only be applied to the indicated course(s) above.*

Required Keyboarding Proficiency

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

Completion Timeline
All required courses for the Medical Assistant Certificate must be completed within five (5) years and students must maintain Catalog Rights. NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN. Those students not meeting the requirements within 5 years and/or not maintaining catalog rights will be required to repeat any classes that are not within the 5-year time frame and/or take any additional program requirements.

❖It is recommended that students see a NOCE Counselor while enrolled in MEDO 260 or MEDA 100 to complete a student educational plan. 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	MEOC 104: Medical Terminology at NOCE or MEDO 105: Medical Terminology at NOCE

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

Challenge Exams

This program does not offer any challenge exams.

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 the third day from the start of the course, your spot could be reassigned to a student on the waitlist and you will be dropped from the course**.** If you are enrolled in a hybrid class and the first class meeting is scheduled to be in-person, see the First Day of Class policy for in-person classes. No student will be allowed to enroll in a class after the established deadline.
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 up until the second census date.
Waitlisted Students Students on the waitlist should attend the first day of class.	**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 must 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.

Accredited by the Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200 Burlingame, CA 94010
Website: www.acswasc.org

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.