

Medical Assistant A.A.S. Degree (Career)

<i>Course</i>	<i>Credits</i>
EN 101 English Composition	3
Mathematics (GenEd Course List) (MA 206 Elementary Statistics recommended) ..	3
‡ Social Science (GenEd Course List) (HS 102 Human Relations recommended)	3
‡ Communications (GenEd Course List) (CMSP 105 Group Discussion recommended) ..	3
Biological & Physical Sciences Elective (GenEd Course List)	3/4
CIS 101 Introduction to Computers & Information Processing	3
Health Elective	3
Other Requirements	
BU 273 Business Communications	3
MDA 101 Foundations of Medical Assisting I	2
MDA 102 Foundations of Medical Assisting II	2
MDA 104 Medical Assisting Clinical I	1
MDA 109 Medical Terminology	3
MDA 110 Pharmacology for Medical Office Practice	3
MDA 112 Medical Administrative Office Applications	3
MDA 201* Medical Assisting Laboratory Procedures	4
MDA 202 Medical Assisting Clinical Skills	4
MDA 204 Medical Assisting Clinical II	2
MDA 216 Introduction to Medical Coding	3
MDA 218 Insurance Billing and Reimbursement	3
MDA 220 Introduction to Electronic Health Records	3
‡ Electives (Cultural Competence Course recommended)	3

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Certificate (Career)

BU 273 Business Communications	3
CIS 101 Introduction to Computers & Information Processing	3
MDA 101 Foundations of Medical Assisting I	2
MDA 102 Foundations of Medical Assisting II	2
MDA 104 Medical Assisting Clinical I	1
MDA 109 Medical Terminology	3
MDA 112 Medical Administrative Office Applications	3
MDA 201* Medical Assisting Laboratory Procedures	4
MDA 202 Medical Assisting Clinical Skills	4
MDA 204 Medical Assisting Clinical II	2
MDA 220 Introduction to Electronic Health Records	3
Science (GenEd course list)	3/4

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Medical Administrative Specialist.....

Certificate (Career)

BU 273 Business Communications	3
CIS 101 Introduction to Computers & Information Processing	3
MDA 109 Medical Terminology	3
MDA 112 Medical Administrative Office Applications	3
MDA 216 Introduction to Medical Coding	3
MDA 218 Insurance Billing and Reimbursement	3
MDA 220 Introduction to Electronic Health Records	3
Elective (Recommend MDA 105, MDA 205, or MDA 110)	1/3

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Medical Scribe Letter of Recognition (Career)

MDA 109 Medical Terminology	3
MDA 112 Medical Administrative Office Applications	3
MDA 220 Introduction to Electronic Health Records	3

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* GenEd Lab Science course is a corequisite for MDA 201—Medical Assisting Laboratory Procedures.

Courses in bold satisfy general education requirements.

‡ These courses fulfill the cultural competence graduation requirement.

Medical Assistant



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Medical Assistant



The Program

FCC offers a certificate program with an outstanding regional reputation. The program includes courses in electronic health records, pharmacology, insurance and billing, business communication and clinical practicums. Students are engaged in classroom, hands-on and clinical learning environments. The Medical Assistant certificate can be completed in about a year at a cost of approximately \$5,500. The program is eligible for federal and local financial aid assistance.

Students can also complete a certificate in Medical Administrative Specialist or a Letter of Recognition for Medical Scribe.

Growth Potential

There are many specialized types of doctors' offices, insurance offices, hospitals, clinics, government agencies, etc. Each sector of the health industry has its own need for medical assistants.

Certification Testing

Upon completion of the Medical Assistant Program the graduate is eligible for several national certifications through NCCT. The tests are offered on the FCC campus one day per month throughout the entire year.

The Medical Assistant and Phlebotomy certifications through NCCT are also certified by NCCA. The National Commission for Certifying Agencies (NCCA) was created in 1987 by ICE to help ensure the health, welfare, and safety of the public through the accreditation of a variety of certification programs/organizations that assess professional competence. Certification programs that receive NCCA Accreditation demonstrate compliance with the NCCA's Standards for the Accreditation of Certification Programs, which were the first standards for professional certification programs developed by the industry. (NCCA, 2013)

"NCCA Accreditation." Accessed July 22, 2013. <http://www.credentialingexcellence.org/ncca>.

Skills You Need

- Desire to work with people
- Ability to work in a fast-paced environment
- Ability to think quickly on your feet
- Ability to problem-solve
- Excellent oral, written and telephone skills
- Ability to adapt to all types of situations
- Computer skills

On The Job

- Aid the physician and other medical professionals in the daily activities of the office.
- Obtain and record vital signs and medical histories
- Perform laboratory and diagnostic tests
- Maintain medical records
- Perform EKG, Phlebotomy, Injections and IV placement
- Complete insurance billing forms
- Customer service and appointment scheduling

Faculty

Program Manager Karen Wilson is a Certified Medical Technologist with experience in teaching, mediation and Health Administration.

Frederick Community College is fully accredited by the Middle States Association of Colleges and Universities.

Related noncredit classes

- Cardio-Pulmonary Resuscitation (CPR)
- Certified Nursing Assistant (CNA)
- Medical Billing and Coding
- Advanced Cardiac Life Support (ACLS)
- Phlebotomy Technician

Noncredit classes subject to change.

Gainful employment (Medical Assistant & Medical Administrative Specialist Certificates)

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.frederick.edu/gainfulemployment.

2012 National Employment Matrix title and code		Employment		Change, 2012-22		Median annual wage, 2012 (1)
		2012	2022	Number	Percent	
Personal care aides	39-9021	1,190.60	1,771.40	580.8	48.8	19,910
Medical assistants	31-9092	560.8	723.7	162.9	29	29,370
Medical secretaries	43-6013	525.6	714.9	189.2	36	31,350

Source: Employment Projections program, U.S. Department of Labor, U.S. Bureau of Labor Statistics

The College prohibits discrimination against any person on the basis of race, religion, gender, color, national origin, ancestry, age, sexual orientation, marital status, physical or mental disability of otherwise qualified individuals and any other category protected by federal, State or local law. Frederick Community College subscribes to full access to all college facilities as outlined in the Americans with Disabilities Act of 1990 and as amended. The designated coordinator for the college's compliance with Section 504 of the Rehabilitation Act of 1973 and for the Americans with Disabilities Act is Kate Kramer-Jefferson, 301.846.2409.

Frederick Community College makes every effort to accommodate individuals with disabilities. If you have accommodation needs, please call 301.846.2408. To request a sign language interpreter, please call 301.846.2476 (Voice) or 240.575.2366/866.616.7243 (Videophone). Requests for any accommodation should be made at least five working days prior to attending a scheduled event.

Contact **Karen Wilson** at **301.624.2848** or email **kawilson@frederick.edu**