

## About This Program

The Medical Assisting program at Carrington College comprises three educational areas:

- Clinical
- Administrative
- Externship

Students enhance skills such as word processing, typing, and keyboarding. Throughout the program professionalism, client relations, critical thinking, adherence to the ethical and legal requirements of a medical practice and proper communication skills are emphasized. Graduates are prepared to function competently at an entry-level in a variety of medical settings.

Online certificate students: All courses in this program are offered in an online format, except the in-person externship that is completed at an approved healthcare setting.

Graduates of the Medical Assisting program are eligible to sit for the National Healthcareer Association (NHA) Clinical Medical Assistant Certificate (CCMA) exam.

Graduates at all locations except online are eligible to sit for the national certification exam to attain the Registered Medical Assistant (RMA) credential. Graduates of the program at all campuses except online are eligible to sit for the national exam to attain the Certified Medical Assistant (CMA) credential. Credential preparation varies by location.

## Accreditation and Disclosures

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, 428 J Street, Suite 400, Sacramento, CA 95814, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [accjc.org](http://accjc.org).

Carrington's academic catalog, available at [carrington.edu/catalog](http://carrington.edu/catalog), provides the most current and detailed program information, including admission and graduation requirements.

For comprehensive information on Carrington's accreditation and approvals, visit [carrington.edu/accreditation](http://carrington.edu/accreditation). Visit [carrington.edu/sci](http://carrington.edu/sci) for important information on program outcomes. Program availability varies by location. Carrington College reserves the right to update information as it becomes available. For the most updated information, visit [carrington.edu](http://carrington.edu).

<sup>1</sup> Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.

## Careers in Medical Assisting<sup>1</sup>


Though medical assistants' job descriptions vary from office to office, they generally have a set of shared duties and tasks. Medical assistants aid doctors by performing basic clinical procedures and handling a variety of administrative duties. Most medical assistants work in physicians' offices and other health care facilities to help keep operations running smoothly and efficiently. Their career path can lead to employment in a variety of health care environments such as:

- Physicians' offices
- Outpatient facilities
- State, local and private hospitals

## Knowledge and Skills

Upon completion of the Medical Assisting program, graduates will be able to:

- Perform clerical functions, bookkeeping functions, and process insurance claims within the medical office setting.
- Conduct a variety of diagnostic tests using equipment, materials, and techniques within the scope of practice
- Explain routine patient procedures and care as they relate to a medical setting.
- Identify the process to maintain supplies and equipment as it relates to a medical setting.



The program culminates in a Certificate of Achievement.

# MEDICAL ASSISTING



Campus-Based: Albuquerque, Boise, Las Vegas, Mesa, Phoenix, Pleasant Hill, Portland, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson

## Medical Assisting Campus-Based Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
MA10	MA Clinical Theory 1	54	0	0	3.5
MA101	MA Clinical Applications 1	23	31	0	2.5
MA20	MA Clinical Theory 2	54	0	0	3.5
MA102	MA Clinical Applications 2	23	31	0	2.5
MA30	MA Clinical Theory 3	54	0	0	3.5
MA103	MA Clinical Applications 3	23	31	0	2.5
MA40	MA Administration Theory 1	54	0	0	3.5
MA104	MA Administration Applications 1	23	31	0	2.5
MA50	MA Administration Theory 2	54	0	0	3.5
MA105	MA Administration Applications 2	23	31	0	2.5
MA501	Externship	0	0	180	4
CDV 198.2 <sup>1</sup>	Career Development Seminar	30	0	0	2
<b>TOTAL FOR CERTIFICATE</b>		<b>415</b>	<b>155</b>	<b>180</b>	<b>36<sup>2</sup></b>

<sup>1</sup>Online general education course, <sup>2</sup>750 Contact hours

Approximate time to complete certificate program: 36 weeks (not including breaks)

Blended: Albuquerque, Boise, Glendale Learning Center, Las Vegas, Mesa, Pleasant Hill, Phoenix, Portland, Reno, Sacramento, San Jose, San Leandro, Spokane, Stockton, and Tucson

## Medical Assisting Blended Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
MA10.H <sup>3</sup>	MA Clinical Theory 1	54	0	0	3.5
MA101	MA Clinical Applications 1	23	31	0	2.5
MA20.H <sup>3</sup>	MA Clinical Theory 2	54	0	0	3.5
MA102	MA Clinical Applications 2	23	31	0	2.5
MA30.H <sup>3</sup>	MA Clinical Theory 3	54	0	0	3.5
MA103	MA Clinical Applications 3	23	31	0	2.5
MA40.H <sup>3</sup>	MA Administration Theory 1	54	0	0	3.5
MA104	MA Administration Applications 1	23	31	0	2.5
MA50.H <sup>3</sup>	MA Administration Theory 2	54	0	0	3.5
MA105	MA Administration Applications 2	23	31	0	2.5
MA501	Externship	0	0	180	4
CDV 198.2 <sup>4</sup>	Career Development Seminar	30	0	0	2
<b>TOTAL FOR CERTIFICATE</b>		<b>415</b>	<b>155</b>	<b>180</b>	<b>36<sup>5</sup></b>

<sup>3</sup>Blended course, <sup>4</sup>Online general education course, <sup>5</sup>750 Contact hours

Approximate time to complete certificate program: 36 weeks (not including breaks)

Online: Certificate conferred from the Sacramento and Spokane campuses

## Medical Assisting Online Certificate Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
MAO10	MA Clinical Theory 1	60	0	0	4
MAO101	MA Clinical Applications 1	0	45	0	1.5
MAO20	MA Clinical Theory 2	60	0	0	4
MAO102	MA Clinical Applications 2	0	45	0	1.5
MAO30	MA Clinical Theory 3	60	0	0	4
MAO103	MA Clinical Applications 3	0	60	0	2
MAO40	MA Clinical Theory 4	60	0	0	4
MAO401 <sup>6</sup>	Externship 1	0	0	135	3
MAO50	MA Clinical Theory 5	60	0	0	4
MAO105	MA Clinical Applications 5	0	45	0	1.5
MAO501 <sup>6</sup>	Externship 2	0	0	180	4
CDV198.2 <sup>7</sup>	Career Development Seminar	30	0	0	2
<b>TOTAL FOR CERTIFICATE</b>		<b>330</b>	<b>195</b>	<b>315</b>	<b>35.5<sup>8</sup></b>

<sup>6</sup>Field experience in a healthcare setting, <sup>7</sup>Online general education course, <sup>8</sup>840 Contact hours

Approximate time to complete certificate program: 36 weeks (not including breaks)