MEDICAL ASSISTING

CARRINGTON COLLEGE

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: although most courses for this program version are delivered in an online format, students are required to complete an externship in an approved healthcare setting.

Graduates of the Medical Assisting program at all locations including online are eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (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*.

Knowledge and Skills

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

- Apply anatomical and physiological concepts to normal body function and common disease processes using accurate medical terminology
- Administer medications safely using correct dosage calculations, routes, and documentation standards.
- Perform laboratory and clinical procedures according to safety protocols, quality standards, and regulatory requirements.
- Coordinate patient care by providing education, resources, and support that promote health and continuity of care.
- Manage administrative operations by maintaining accurate records, supporting scheduling and billing, and using EHR or EMR systems to keep workflows efficient.
- Communicate effectively using professional verbal, nonverbal, and written skills.
- Comply with laws, ethical standards, and professional guidelines to protect patient rights and maintain confidentiality.

Careers in Medical Assisting[1]

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

Find your path to change

[1] 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.

*Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

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Blended: Albuquerque, Antelope Valley (Lancaster), Boise, Bakersfield, Fresno, Las Vegas, Modesto (Salida), Ontario, Phoenix, Glendale LC, Pleasant Hill, Portland, Rancho Mirage, Reno, Sacramento, San Jose, San Leandro, Santa Maria, Spokane, Stockton, Temecula, Tucson, Victor Valley (Hesperia), and Visalia

Program Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	CLINICAL HOURS	SEMESTER CREDIT HOURS
HCA110	Anatomy and Physiology for Health Professionals	75	15	0	5
HCA120	Medical Office Management	60	30	0	5
HCA130	Medical Administrative and Technology Applications	60	30	0	5
MA115	Pharmacology and Medication Administration	60	30	0	5
MA125	Laboratory and Emergency Procedures	60	30	0	5
MA135	Clinical and Patient Evaluation Procedures	60	30	0	5
MA190	Medical Assisting Externship	0	0	180	4
MA195*	Medical Assisting Capstone	30	0	0	2
TOTAL FOR CERTIFICATE		**405**	**165**	**180**	**36**

*Online course

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

Online Division: Certificate conferred from the Sacramento campus and Spokane campus.

Program Requirements

TECHNICAL COURSES		LECTURE HOURS	LAB HOURS	EXTERN HOURS	SEMESTER CREDIT HOURS
MAO10.5	MA Clinical Theory 1	45	0	0	3
MAO101.5	MA Clinical Applications 1	0	60	0	2
MAO20.5	MA Clinical Theory 2	45	0	0	3
MAO102.5	MA Clinical Applications 2	0	60	0	2
MAO30.5	MA Clinical Theory 3	45	0	0	3
MAO103.5	MA Clinical Applications 3	0	60	0	2
MAO40.5	MA Clinical Theory 4	45	0	0	3
MAO50.5	MA Clinical Theory 5	45	0	0	3
MAO105.5	MA Clinical Applications 5	0	60	0	2
MAO106.5	Health Insurance Processing	30	0	0	2
MAO501[1]	Externship	0	0	180	4
MAO551.5	Administrative Competencies Review	15	30	0	2
MAO552.5	Clinical Competencies Review	0	90	0	3
CDV198.2[2]	Career Development Seminar	30	0	0	2
TOTAL FOR CERTIFICATE		**300**	**360**	**180**	**36[3]**

[1]Field experience in a healthcare setting, [2]Online general education course, [3]840 Contact hours

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

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**.

Carrington College's academic catalog, available at **carrington.edu/catalog**, provides the most current and detailed program information, including admission and graduation requirements.

For comprehensive information on Carrington College's accreditation and approvals, visit **carrington.edu/accreditation.**

Visit **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.**