

Medical Assistant Certificate

Program Description

The Medical Assistant certificate program prepares students for employment in health care offices including primary care and specialty physicians' offices, ambulatory care, and urgent care facilities.

Program Contacts

- Program Director: Nancy Bowers (nancy.bowers@yc.edu), telephone: (928) 776-2252
- Instructional Specialist: Stephanie Kallam (stephanie.kallam@yc.edu), telephone: (928) 771-6122
- Dean: Scott Farnsworth (scott.farnsworth@yc.edu), telephone: (928) 776-2234

Program Outcomes

Upon successful completion of the Medical Assistant Certificate program, the learner will be able to:

1. Manage medical records upholding security and privacy standards as outlined in HIPAA regulations. (AHS 100)
2. Use computer programs commonly found in health care settings. (CSA 126)
3. Deliver health care to clients with multiple health care needs. (AHS 100, AHS 120, AHS 121, AHS 130, AHS 296, BIO 160 or BIO 201 & 202)
4. Document how diversity and culture affect delivery of health care. (AHS 100, AHS 120)
5. Obtain specimens for diagnostic evaluation and testing. (AHS 103, AHS 121, AHS 296)
6. Describe the structural organization of the body. (AHS 120, AHS 121, BIO 160 or BIO 201 & 202)
7. Calculate medical dosages. (AHS 296, MAT 100)
8. List the indications for use, dosage forms, usual dosage, side effects, interactions with other drugs, storage requirements, generic and trade names and mechanism of action for common used medications. (AHS 140)
9. For all major body systems, describe common diseases and conditions, methods of diagnosis, short and long term effects of disease processes, treatment and therapy and restoration strategies. (HIM 140)
10. Distinguish if it is appropriate to release patient records in accordance with policies and procedure for access and disclosure of personal health information. (HIM 173)

Program Requirements

A minimum of 34 credit hours is required to complete the Medical Assistant Certificate.

Course	Course Title	Credit Hours
AHS100	Fundamentals of Health Care	3
AHS103	Phlebotomy	3
AHS120	Foundations of Med Assisting I	3
AHS121	Foundations of Med Assisting II	4
AHS130	Medical Term for Patient Care	3
AHS140	Pharmacology for Allied Hlth	2
AHS296	Internship: Allied Health Serv	3
BIO160	Intro Human Anat & Physiology	4
OR		
BIO201	Human Anatomy & Physiology I	4
AND		
BIO202	Human Anatomy & Physiology II	4
CSA126	Microsoft Office	3
HIM140	Disease Process	4
HIM173	Legal & Ethical Aspects of HIM	2
MAT100	Technical Mathematics	3