

MEDICAL ASSISTING CERTIFICATE



Prepare for and pursue a career in the growing field of Medical Assisting. Online and hybrid courses with in-person lab learning primarily in the evenings.

KENT STATE
UNIVERSITY

ASHTABULA

KENT STATE
UNIVERSITY

GEAUGA

WHAT DO MEDICAL ASSISTANTS DO?

- Medical assistants work in many health care settings to provide patient care including hospitals, outpatient areas, urgent care settings, and public schools.
- Medical assistants support physicians and other health care providers, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. They perform standard and clinical duties in addition to serving as a patient liaison and a member of the health care team.

GRADUATES OF THE PROGRAM WILL BE ABLE TO:

- Identify, administer and document medications safely utilizing the six rights.
- Collect and process and diagnostic specimens with appropriate documentation and follow up.
- Apply current up-to-date quality control and safety principles in the workplace.
- Skillfully perform and document routine clinical procedures.
- Perform and document routine administrative procedures.
- Effectively utilize verbal, nonverbal and written communication principles and skills in the workplace.
- Maintain ethical and legal standards and maintain confidentiality and patient privacy.
- Communicate with professionalism in the medical assistant role and function as a valued member of the health care team.
- Effectively utilize the electronic health record for documentation and insurance purposes.
- Identify medical law and regulatory guidelines as it pertains to the ambulatory setting.

MEDICAL ASSISTING CERTIFICATE REQUIREMENTS

Semester 1

		Credits
AHS 24010	Medical Terminology	1
or HED 14020	Medical Terminology	
BSCI 10001	Human Biology (KBS)	3-4
& BSCI 10003	Laboratory Experience in Biology (KBS) (KLAB)	
or BSCI 11010	Foundational Anatomy and Physiology I (KBS) (KLAB)	

Semester 2

		Credits
MA 10001	FUNDAMENTALS OF MEDICAL ASSISTING	1
MA 10002	MEDICATION ADMINISTRATION FOR MEDICAL ASSISTANTS	1
MA 10003	PHLEBOTOMY FOR MEDICAL ASSISTANTS	1
MA 10004	ELECTROCARDIOGRAM FUNDAMENTALS FOR MEDICAL ASSISTANTS	1
MA 10005	BASIC CLINICAL MEDICAL ASSISTING PROCEDURES	3
OTEC 26635	ADMINISTRATIVE RESOURCE MANAGEMENT	3

Semester 3

		Credits
MA 10006	REIMBURSEMENT FOR PHYSICIAN SERVICES	3
MA 10007	ADVANCED CLINICAL MEDICAL ASSISTING	4
MA 10092	MEDICAL ASSISTING PRACTICUM (ELR)	3

Minimum Total Credit Hours: 24

Courses will be provided in a combination of online and hybrid format including in-person laboratory instruction

• **Job openings in this field are expected to grow 18% by 2030!**

• **Over 104,000 job openings are expected each year.**