

# CERTIFICATE IN MEDICAL ASSISTANT

---

The medical assistant performs a variety of administrative duties dependent upon the physician's practice and unique office requirements. The duties may include acting as a secretary, bookkeeper, and receptionist; answering incoming calls; receiving mail; greeting patients; handling correspondence and filing; arranging for laboratory and X-ray procedures or hospital admissions; taking histories; and maintaining patient records, accounts and billing.

The clinical duties of a medical assistant include preparing patients and assisting the physician with examinations or treatment; measuring height and weight; and taking vital signs. The assistant may perform certain laboratory tests, take X-rays or EKGs, or assist with diagnostic and minor surgical procedures and the administration of injections or other medications.

COURSE	TITLE	S.H.
CSIS 1514	Business Computer Systems	3
BIOL 1545	Allied Health Anatomy and Physiology	5
AHLT 1502	Applied Pathophysiology	4
MATC 2614	Medical Office Procedures	3
MATC 2611L	Clinical Procedures Lab	1
MATC 2620	Advanced Clinical Procedures	3
MATC 2620L	Advanced Clinical Procedures Lab	1
MATC 2680	Medical Laboratory Procedures	1
MATC 2680L	Medical Laboratory Procedures Lab	1
MATC 2692	Medical Assisting Externship	3
<b>Total Semester Hours</b>		<b>25</b>