

MEDICAL ASSISTANT

(Also see Basic Nurse Assistant Training, Nursing, and Person-Centered Elder Support)

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The Medical Assistant Certificate prepares students for careers in a medical office or ambulatory care setting. The medical assistant performs a variety of administrative and clinical skills to assist physicians or other health professionals. Students will learn skills in accordance with the standards and guidelines recommended by the Medical Assistant Education Review Board. Upon successful completion of the program, the graduate is eligible to take a national certification exam.

Admission Requirements:

1. High school graduation or High School Equivalency Certificate.
2. Overall GPA of 2.0 or better.
3. Placement in EGL 090 or EGL 097 or higher
4. Placement in MAT 060 or higher
5. Limited Enrollment Health Career Reading Assessment test, taken at Oakton's Testing Center, with a minimum score of 250. Please contact a health career advisor for more information.
6. Foreign high school graduates or students with foreign college credits need to send English translated copies of their transcripts to Education Perspectives, www.edperspective.org/oakton. Students with foreign college credit should request a catalog match.

This is a limited enrollment program. All Oakton Community College Health Career students in nursing, physical therapist assistant, medical laboratory technology, pharmacy technician, phlebotomy, health information technology, and medical assistant programs must have "clear" criminal background checks and drug screens in order to participate in any and all clinical components of any health career program courses. To comply with state statutes and clinical affiliation agreements, and to provide a safe environment for students, employees, and patients cared for by students, those accepted into Oakton's health career programs will be required to complete a criminal background check and drug screening through a company contracted by the College. Health Career students will be charged a fee for this service. An additional drug screening may be required prior to the student's practicum experience.

Health Career curricula are governed by specific objectives, rules and regulations formulated by the College, accrediting bodies, and participating clinical facilities. Students should familiarize themselves with these standards. Each student's right to participate in the clinical portion of the curriculum is also contingent upon compliance with the rules of the clinical facility. The clinical facility has sole discretion to determine when its rules have been violated. Clinical placements require a health assessment, certain immunizations, yearly flu vaccine, substance abuse testing, criminal background check, specific skill certification (i.e., CPR), and health insurance. The requirements represent an additional cost to the student.

Below is a suggested sequence of courses:

- First Semester: MAP 120, MAP 180, HIT 104, MLT 105, MLT 107
- Second Semester: MAP 185, MAP 230, HIT 105, MLT 204
- Third Semester: MAP 260

Medical Assistant Certificate

28 Semester Credit Hours; Curriculum: 0329

Code	Title	Hours
Courses for a Certificate		
HIT 104	Medical Terminology	3
HIT 105	Pharmacology for Health Record Documentation	1
MLT 105	Introduction to Health Care Issues	1
MLT 107	Phlebotomy	4
MLT 204	Phlebotomy Practicum	2
MAP 120	Basic Healthcare Skills For The Medical Assistant	2
MAP 180	Healthcare Office Procedures for the Medical Assistant	3
MAP 185	Medical Billing and Coding For the Medical Assistant	3
MAP 230	Clinical Skills for the Medical Assistant	6
MAP 260	Medical Assistant Practicum	3
Total Hours		28

Program Learning Outcomes

1. Demonstrate entry-level clinical and administrative skills based on the recommended standards and guidelines of the Medical Assistant Education Review Board (MAERB).
2. Practice legal and ethical standards within the scope of a medical assistant.
3. Model professionalism and cultural sensitivity when interacting with patients, staff and healthcare providers.
4. Apply principles of effective communication when interacting with patients, staff and healthcare providers.
5. Employ time management and prioritization skills in an ambulatory healthcare setting.
6. Compose electronic health record documents following legal guidelines and using appropriate terminology.
7. Utilize standards and best practices for office accounting and insurance billing in an ambulatory healthcare setting.
8. Be eligible to apply for and take a national certification exam.

Medical Assistant Certificate Pathway

The following pathway is recommended for students pursuing the Medical Assistant Certificate.

For more information on recommended courses or program specific advising, contact the Health Career Advisor at 847-635-1266 or the Division of STEM and Health Careers at 847-635-1864.

Course	Title	Hours
First Year		
Semester One		
MAP 120	Basic Healthcare Skills For The Medical Assistant	2
MAP 180	Healthcare Office Procedures for the Medical Assistant	3
HIT 104	Medical Terminology	3
MLT 105	Introduction to Health Care Issues	1
MLT 107	Phlebotomy	4
	Hours	13
Semester Two		
MAP 185	Medical Billing and Coding For the Medical Assistant	3
MAP 230	Clinical Skills for the Medical Assistant	6
HIT 105	Pharmacology for Health Record Documentation	1

MLT 204	Phlebotomy Practicum	2
	Hours	12
Semester Three		
MAP 260	Medical Assistant Practicum	3
	Hours	3
	Total Hours	28