**Certified Medical Administrative Assistant Micro-credential**

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| **Name:**   |   |   | **ID Number 942-**   |
| **Educational Counselor:**  |   |   |
| **Faculty Advisor:**   |   |   |

For the most current information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at [www.bls.gov/ooh/.](http://www.bls.gov/ooh/)

**Salary Forecast:**

For the most current salary information please refer to the Bureau of Labor Statistics “Occupational Outlook Handbook” found at [www.bls.gov/ooh/.](http://www.bls.gov/ooh/)

**Admission Requirements:**

Students seeking admission must have a high school diploma, GED, or equivalent and must be able to pass a drug screen and background check. Students must be accepted into the classes.

**Contact Information:**  Donna Roy, Room 453 Phone 304-710-3526 or 1-866-N-ROLLED (1-866-676-5533) email nance2@mctc.edu

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| Certificate Requirement | Credit Hours |
| AH  | 151 | Medical Terminology | 3 |
| MA | 205 | Medical Office Claims Procedure | 3 |
| MA  | 206 | Medical Assisting Techniques I | 3 |
| MA  | 208 | Medical Office Procedures II | 3 |
|  Total credit hours 12  |
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**Earn A Degree Graduate Early (EDGE):**

This program provides students the opportunity to receive credit for their high school EDGE courses.

Individuals who successfully complete the above required courses will be eligible for the Certified Medical Administrative Assistant national certification exam issued by the National Health Career Association (NHA).