

Medical Assistant, CAS

Academic Year 2025-2026

Program Description:

Medical Assistants are allied health professionals who assist physicians in their offices or other medical settings. In accordance with respective state laws, they perform a broad range of administrative and clinical duties, as indicated by the American Association of Medical Assistants recent role delineation study. The Mountwest Medical Assistant certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), on recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Educational Programs

Contact information:

9355 113th Street N., #7709

Seminole, FL 33775

www.caahep.org

Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patient for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

Both administrative and clinical duties involve maintenance of equipment and supplies for the practice. A medical assistant who is sufficiently qualified by education and/or experience may be responsible for supervising personnel, developing and conducting public outreach programs to market the physician's professional services, and participating in the negotiation of leases and of equipment and supply contracts.

Career Outlook:

For the most current information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at 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/.

Admission Requirements:

Students seeking admission into the Medical Assistant program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. Application packets are available in the Allied Health and Life Sciences Division, (304) 710-3513 for more information.

1. Physical exam with proper documentation of vaccinations, prior to practicum.
2. Applications are available on the MA page of the MCTC website or pick up in room 427.

For additional information about careers as a Medical Assistant, visit the American Association of Medical Assistants web site at www.aama-ntl.org.

Contact Information:

Donna Roy

Room 453

Phone 304-710-3526 or 1-866-N-ROLLED (1-866-676-5533)

E-mail: nance2@mctc.edu

Mountwest empowers students to learn and lead in the community and in the workforce.

www.mctc.edu

Mountwest Community & Technical College
Academic Year 2025-2026

02/10/2025

Medical Assistant Certificate¹—Major Code CM31

| Name: | | | | | ID Number 942- | | |
|--|---|-----|-----|----|-----------------------|-----|----|
| Educational Counselor: | | | | | | | |
| Faculty Advisor: | | | | | | | |
| COURSE | REQUIREMENTS | SEM | HRS | GR | SUBSTITUTE/REPEAT CRS | SEM | CR |
| AH 151 | Medical Terminology | | 3 | | | | |
| BIOL 257 | Intro to Anatomy & Physiology | | 3 | | | | |
| MA 201 | Medical Assisting Tech I | | 4 | | | | |
| MA 205 | Medical Office Coding & Claims Procedures | | 3 | | | | |
| MA 206 | Medical Office Procedures I | | 3 | | | | |
| | | | 16 | | | | |
| AH 216 | Basic Pharmacology | | 3 | | | | |
| MA 202 | Medical Assisting Tech II ² | | 4 | | | | |
| MA 203 | Medical Lab Techniques | | 4 | | | | |
| MA 208 | Medical Office Procedures II ³ | | 3 | | | | |
| | | | 14 | | | | |
| MA 210 | Medical Office Practicum ⁴ | | 3 | | | | |
| HOURS REQUIRED FOR GRADUATION: 33 | | | | | | | |

¹ All MA courses have a prerequisite of admission to the program, and High School diploma or GED.

² MA 202 has a prerequisite of MA 201.

³ MA 208 has a prerequisite of MA 206.

⁴ MA 210 has a prerequisite of MA 201, MA 202, MA 203, MA 205, MA 206, MA 208, and AH 216 and a current BLS CPR certification.