MEDICAL ASSISTING - UNDERGRADUATE CERTIFICATE

College of Applied and Technical Studies
www.kent.edu/cats

About This Program
The Medical Assisting undergraduate certificate provides you with the knowledge and skills needed to succeed in this fast-growing field. With experienced faculty, hands-on training, and a focus on real-world applications, you'll be prepared for a rewarding career as a medical assistant. Enroll now and take the first step towards a brighter future in healthcare. Read more...

Contact Information
• Program Coordinator: Julie Senita | jsenita@kent.edu | 440-964-4264
• Speak with an Advisor
  • Ashtabula Campus
  • Geauga Campus
• Chat with an Admissions Counselor

Program Delivery
• Delivery:
  • Mostly online
• Location:
  • Ashtabula Campus
  • Geauga Campus

Examples of Possible Careers and Salaries*
Healthcare support workers, all other
• 6.9% faster than the average
• 96,900 number of jobs
• $39,530 potential earnings

Additional Careers
• Front desk coordinator/receptionist

* Source of occupation titles and labor data comes from the U.S. Bureau of Labor Statistics’ Occupational Outlook Handbook. Data comprises projected percent change in employment over the next 10 years; nation-wide employment numbers; and the yearly median wage at which half of the workers in the occupation earned more than that amount and half earned less.

Admission Requirements
Transfer students or current Kent State students declaring the program must have a minimum 2.000 GPA for admission.

Prior to acceptance into the program, each applicant must meet with the program director to review program prerequisites and requirements.

The university affirmatively strives to provide educational opportunities and access to students with varied backgrounds, those with special talents and adult students who graduated from high school three or more years ago.

Kent State campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull and Tuscarawas, and the Twin Lakes Academic Center, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

For more information on admissions, contact the Regional Campuses admissions offices.

Program Requirements
Certificate Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AHS 24010</td>
<td>MEDICAL TERMINOLOGY</td>
<td>1</td>
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<tr>
<td>or HED 14020</td>
<td>MEDICAL TERMINOLOGY</td>
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<tr>
<td>&amp; BSCI 10001</td>
<td>HUMAN BIOLOGY (KBS)</td>
<td>3-4</td>
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<tr>
<td>&amp; BSCI 10003</td>
<td>LABORATORY EXPERIENCE IN BIOLOGY (KBS) (KLAB)</td>
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<td>or BSCI 11010</td>
<td>FOUNDATIONAL ANATOMY AND PHYSIOLOGY I (KBS) (KLAB)</td>
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<tr>
<td>MA 10001</td>
<td>FUNDAMENTALS OF MEDICAL ASSISTING</td>
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<tr>
<td>MA 10002</td>
<td>MEDICATION ADMINISTRATION FOR MEDICAL ASSISTANTS</td>
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<tr>
<td>MA 10003</td>
<td>PHLEBOTOMY FOR MEDICAL ASSISTANTS</td>
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<tr>
<td>MA 10004</td>
<td>ELECTROCARDIOGRAM FUNDAMENTALS FOR MEDICAL ASSISTANTS</td>
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<tr>
<td>MA 10005</td>
<td>BASIC CLINICAL MEDICAL ASSISTING PROCEDURES</td>
<td>3</td>
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<tr>
<td>MA 10006</td>
<td>REIMBURSEMENT FOR PHYSICIAN SERVICES</td>
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<tr>
<td>MA 10007</td>
<td>ADVANCED CLINICAL MEDICAL ASSISTING</td>
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<td>MA 10092</td>
<td>MEDICAL ASSISTING PRACTICUM (ELR)</td>
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<tr>
<td>OTEC 26635</td>
<td>ADMINISTRATIVE RESOURCE MANAGEMENT</td>
<td>3</td>
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Minimum Total Credit Hours: 24

1 Students must be 18 years old or older prior to enrolling in the clinical practicum experience course.

Graduation Requirements

Minimum Minor GPA | Minimum Overall GPA
2.000 | 2.000

• Minimum C grade required in all courses.

Roadmap
This roadmap is a recommended semester-by-semester plan of study for this major. However, courses designated as critical (!) must be completed in the semester listed to ensure a timely graduation.

<table>
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<th>Semester One</th>
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Medical Assisting - Undergraduate Certificate
BSCI 10001  HUMAN BIOLOGY (KBS)  3-4
& BSCI 10003  and LABORATORY EXPERIENCE IN BIOLOGY
(1003) (KBS) (KLAB)
or
BSCI 11010  or FOUNDATIONAL ANATOMY AND
PHYSIOLOGY I (KBS) (KLAB)

Credit Hours  4

Semester Two
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

Credit Hours  10

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

Credit Hours  10

Minimum Total Credit Hours:  24

Program Learning Outcomes
Graduates of this program will be able to:

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

Full Description
The Medical Assisting undergraduate certificate prepares graduates to gain knowledge needed for the national certification examinations. Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics. They perform administrative and clinical duties in addition to serving as a patient liaison and a member of the Patient-Centered Medical Home team.

The certificate’s curriculum is guided by national standards and covers 12 content areas: anatomy and physiology, applied mathematics, infection control, nutrition, communication, administrative functions, basic practices finances, third-party reimbursement, procedural and diagnostic coding, legal implications, ethical considerations and protective practices.