

# 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: **Jannette Wright** | jwrig102@kent.edu | 440-964-4285
- 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

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 Twinsburg Academic Center, have open enrollment admission for students who hold a high school diploma, GED or equivalent.

Some programs may require that students meet certain requirements before progressing through the program. For programs with progression requirements, the information is shown on the Coursework tab.

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

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.

## Program Requirements

### Certificate Requirements

Code	Title	Credit Hours
<b>Certificate Requirements (min C grade in all courses)</b>		
AHS 24010 or HED 14020	MEDICAL TERMINOLOGY	1
BSCI 10001 or BSCI 11010	HUMAN BIOLOGY (KBS) FOUNDATIONAL ANATOMY AND PHYSIOLOGY I (KBS) (KLAB)	3
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
MA 10006	REIMBURSEMENT FOR PHYSICIAN SERVICES	3
MA 10007	ADVANCED CLINICAL MEDICAL ASSISTING	4
MA 10092	MEDICAL ASSISTING PRACTICUM (ELR) <sup>1</sup>	3
OTEC 26635	ADMINISTRATIVE RESOURCE MANAGEMENT	3
<b>Minimum Total Credit Hours:</b>		<b>24</b>

<sup>1</sup> 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.

Semester One	Credits
AHS 24010 or HED 14020	MEDICAL TERMINOLOGY or MEDICAL TERMINOLOGY 1

BSCI 10001	HUMAN BIOLOGY (KBS)	3
or	or FOUNDATIONAL ANATOMY AND	
BSCI 11010	PHYSIOLOGY I (KBS) (KLAB)	
<b>Credit Hours</b>		<b>4</b>
<b>Semester Two</b>		
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
<b>Credit Hours</b>		<b>10</b>
<b>Semester Three</b>		
MA 10006	REIMBURSEMENT FOR PHYSICIAN SERVICES	3
MA 10007	ADVANCED CLINICAL MEDICAL ASSISTING	4
MA 10092	MEDICAL ASSISTING PRACTICUM (ELR)	3
<b>Credit Hours</b>		<b>10</b>
<b>Minimum Total Credit Hours:</b>		<b>24</b>

diagnostic coding, legal implications, ethical considerations and protective practices.

## 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