

MEDICAL ASSISTING

Health Career Admissions
Program Code: G.MAS.CER

Certificate

Graduation requirement — 25 semester hours

The Medical Assisting Program prepares students to act as a liaison between the physician and the patient. Medical assistants are skilled healthcare workers who demonstrate their knowledge in both clinical and administrative areas. In the administrative area, typical tasks include medical records management, and patient scheduling. Clinical tasks include taking vital signs, EKGs, venipuncture, administering medications and immunizations, sterile instrumentation, and point of care testing. Medical assistants primarily work in outpatient settings but may work in hospitals, medical billing companies, or any place office skills and medical knowledge merge. The Medical Assisting Program is approved by the American Registry of Medical Assistants, www.arma-cert.org and the National Healthcareer Association, www.nhanow.com. Upon completion, students will be eligible to sit for the National Healthcareer Association (NHA) certification exam.

Program Notes

- This is a selective admissions program. Students are admitted in the fall semester only. See the selective admissions information page for information regarding admission, progression, and graduation.
- To be admitted to the program, students must place out of MAT 060 within the past 2½ years, and place into ENG 099 and CCS 099.
- Students who are non-native speakers of English must establish English proficiency through:
 - Minimum TOEFL iBT scores in reading, listening, speaking, and writing: 18-18-22-20; or
 - Minimum IELTS scores in reading, listening, speaking, and writing: 6-6-6.5-5.
- A scoring rubric for admission into the program will be used that awards points for completion with a C or higher of each of the following courses: HCS 151, HCS 154, HCS 173, HCS 174, MAS 155, COM 103 or COM 120. Students should contact the program director for more information.
- Students must complete the program in four sequential semesters. A student who has been out of the program more than two years after completing MAS 135/137 will need to meet with the program director, reapply for selective admissions, and reassess competency in all MAS courses through cognitive and/or psychomotor evaluations.
- To remain in the program and graduate, students must complete all required program courses with a C or higher in each course and maintain a 2.5 PGPA and follow all program ethical criteria as outlined in the student handbook, as well as all standards of conduct established by Parkland College and the clinical practice agency.

Suggested Full-time Sequence

1st Semester	2nd Semester	3rd Semester
MAS 116	MAS 156	MAS 170
MAS 135	MAS 158	HCS 153
MAS 155	HCS 151	
HCS 154	HCS 173	
COM 103 or COM 120	HCS 174	

Suggested Part-time Sequence

Before admission into the program

1st Semester	2nd Semester
HCS 154	HCS 151
HCS 174	HCS 173
COM 103 or COM 120	MAS 155

After admission into the program

1st Semester	2nd Semester	3rd Semester
MAS 116	MAS 156	MAS 170
MAS 135	MAS 158	HCS 153

Required Program Courses (22 hours) Cr. Hrs.

HCS 151	Health Care Records Management.....	2
HCS 153	Phlebotomy.....	1
HCS 154	Medical Terminology.....	3
HCS 173	Applied Electrocardiography.....	1
HCS 174	Legal Issues in Health Care.....	1
MAS 116	Point of Care Testing.....	1
MAS 135	Introduction to Medical Assisting.....	4
MAS 155	Pharmacology for Medical Assistants.....	2
MAS 156	Aseptic Technique.....	2
MAS 158	Administration of Medication.....	2
MAS 170	Medical Assisting Practicum.....	3

Required General Education Courses (3 hours)

COM 103	Introduction to Public Speaking	
or COM 120	Interpersonal Communication.....	3

Total Semester Credit Hours 25

Optional Courses (1–4 hours)

HCS 136	Basic Topics in Healthcare.....	1-4
HCS 172	Special Project for Medical Assistants.....	1