

MEDICAL ASSISTANT

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Certificate of Proficiency

30704

Advisors:

Thatcher Campus: Jennifer Williams

Gila Pueblo Campus: Megan Martinez

Payson Campus: John Hancock

Upon completion of this certificate program, students are eligible to sit for the American Medical Technologists (AMT) Certification Examination to be certified as a Registered Medical Assistant (RMA). This program prepares you for an entry-level position as a medical assistant. Emphasis is on preparation to perform both clerical duties and clinical duties in a medical office.

Courses in the program may require vaccinations or other medical tests. Students must obtain a two-step TB skin test (first step with TB results; second step, obtain another TB skin test with results one to three weeks later). See course descriptions for additional information. Students will be required to complete a minimum of 160 clinical hours in a health clinic.

Curriculum Requirements

HCE 100	Basic Health Care Concepts and Skills OR	
NUR 100	Nursing Assistant	4 or 6 credits
HCE 101	Basic Life Support OR	
EMT 122	First Aid and CPR	2 credits
HCE 112	Medical Terminology	2 credits
HCE 116	Medical Dosage Calculations	2 credits
HCE 130	Medical Assisting: Administrative Competencies	4 credits
HCE 160	Medical Assisting: Clinical Competencies	6 credits
HCE 170	Medical Assisting: Externship	4 credits
HCE 171	Introduction to Pharmacology	3 credits
HCE 186	Phlebotomy and Clinical Laboratory	2 credits
HCE 190	Human Body in Health and Disease	4 credits

Total Curriculum Requirements - 33 to 35 credits

Curriculum Related Requirements

Select 3 to 5 credits from the following courses:

BUS 251	Human Relations	3 credits
CMP 101	Introduction to Computers OR	
CMP 103	Introduction to Computer Based Systems	3 credits
HCE 156	Science for Allied Health	4 credits
HCE 180	Patient Care Technician	4 credits
HCE 188	Electrocardiogram	2 credits
HCE 189	Phlebotomy Certification Review	2 credits
PSY 101	Introduction to Psychology (DI)	3 credits

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 certificate credits at Eastern Arizona College.