

Medical Assistant Less Than One-Year Certificate

Program Overview

Medical Assistants (MA) are integral members of the healthcare team who work directly with patients and providers such as doctors, physician assistants, and nurse practitioners. You can find MAs working within large healthcare organizations or small private practice clinics. They can also work within a primary care or specialty setting. OCCC's Medical Assisting Certificate prepares students for entry-level employment in a physician's clinic or a variety of other healthcare settings. Program graduates will have the academic, administrative, and clinical skills necessary to obtain employment as a medical assistant.

Program Outcomes

Upon completion of the Medical Assisting Training Program students will:

- Interact in a caring and respectful manner with patients, families, and the health care team.
- Establish and manage office procedures and implement medical documentation systems using appropriate medical terminology.
- Perform the administrative business tasks required in a medical office.
- Assist the physician and other members of the health care team in clinical procedures related to the examination and treatment of patients.
- Comply with quality assurance requirements in performing clinical laboratory procedures.
- Perform common diagnostic procedures under a licensed health care provider to ensure patient comfort and safety.

Overview of the Role of Medical Assisting

Perform administrative and clinical duties under the direction of a physician or other medical practitioner. Administrative duties may include scheduling appointments, keeping medical records, billing, and insurance coding.

Employers look for candidates who can demonstrate they have the qualities necessary for success in the Medical Assisting field: candidates who:

- Can think critically, solve problems and construct practical solution
- Have excellent interpersonal, written and verbal communication skills
- Are nonjudgmental about the diverse populations of people
- Are service oriented
- Have the abilities for social perceptiveness

[Video: Learn about the Medical Assistant Field](#)

Nationally Certified Medical Assistant Program Costs

Please refer to the college website for current program costs. Contact Student Services at 541-867-8503 to find out about Financial Aid eligibility.

Potential Earnings

Please see the college website regarding employment opportunities and salaries noted at the State of Oregon Department of Employment.

Technical Standards for Students with Disabilities Information

Medical Assisting (MA) is a physically and mentally challenging occupation. Education related to this field is designed to prepare medical assistants for these challenges. MA students must be able to meet all established essential academic and clinical requirements to complete the program successfully. Persons with questions concerning qualifications are encouraged to contact the Health and Human Services office for individual consultation prior to formal application.

OCCC National Certified Medical Assistant Program provides information on technical standards with examples of learning activities to inform prospective and enrolled students of the skills required to complete their chosen profession's curriculum and provide health care services. These technical standards reflect the performance abilities and characteristics necessary to successfully complete the requirements of clinical-based health care programs.

Applicants with disabilities are encouraged to contact Student Affairs at 541-867-8501. To be eligible for a reasonable accommodation, applicants must provide clear documentation of their disability. The Vice President of Academic and Student Affairs is responsible for determining if reasonable accommodations can be identified and ensuring that accommodations are provided for OCCC students. These services are confidential and are separate from the nursing and college application processes. Early contact with the Vice President of Academic and Student Affairs will ensure that accommodations can be made available when students begin the program. Please refer to the [college website](#) regarding technical standards and additional program requirements/application.

Additional Requirements

Applicants and students must demonstrate a personal history compatible with being certified as a Medical Assistant. Admission to and completion of the Nationally Certified Medical Assistant program does not assure eligibility for national certification. All applicants are required to check the [Disqualifying Crimes and Potentially Disqualifying Crimes](#) list.

Every Nationally Certified Medical Assistant program applicant and student must answer questions to determine if there is personal history of:

- Conviction for a criminal offense or
- Physical or mental health problems that might interfere with the requirements of nursing practice.
- Failure to provide truthful and complete answers to these questions will result in denial of admission for applicants and dismissal for students.
- If the college becomes aware of criminal or unethical behavior on the applicant's part, admission will be denied.

Before acceptance into the medical assistant program, the student will be required to submit to a criminal background check and a drug screen. A student admitted to the program with a history of substance abuse will be monitored for indications of a recurrence of substance abuse per College policy. Any student whose behavior, appearance, or breath odor indicates inappropriate use of alcohol or other drugs can be required to undergo immediate drug testing to detect the presence of alcohol or other drugs and to report the results of such testing to the Dean of Nursing & Allied Health. The medical assistant faculty and the Dean of Nursing & Allied Health will review the student's status in the program. Any required testing and counseling shall be at the student's expense. Failure to follow a counselor-prescribed treatment plan will result in dismissal from the program.

Certification Completion Requirements

Students may earn a Certificate of Completion in Nationally Certified Medical Assistant by completing the required 41 credits with a letter grade of "C" or better in all required courses.

LESS-THAN-ONE-YEAR (12-44 CREDITS) CERTIFICATE REQUIREMENTS

1. At least 6 credits must be earned at OCCC, all of which must apply to the certificate requirements.
2. The final 6 credits that apply to the certificate must be earned at OCCC; the department chair may waive this requirement if the student can demonstrate currency in the field.

Articulation Agreements

Oregon Coast Community College (OCCC) has an articulation agreement with the Oregon Institute of Technology (OIT), for students graduating from the Medical Assistant Program to enable the students to pursue a [Bachelor of Science in Health Care Management, Administration Option at Oregon Institute of Technology \(OIT\)](#).

Medical Assistant Certificate

Term 1

Item #	Title	Credits
NCMA 101	Body Structure & Function I	4
NCMA 102	Clinical Procedures I	4
WR 121Z	Composition I	4

Term 2

Item #	Title	Credits
NCMA 103	Office Skills for the Medical Office	5
NCMA 111	Body Structure and Function II	4
NCMA 112	Clinical Procedures II	4

Term 3

Item #	Title	Credits
NCMA 113	Clinical Practicum I	4
NCMA 125	Pharmacology for Medical Assistants	3
PSY 101	Psychology and Human Relations	4

Term 4

Item #	Title	Credits
NCMA 123	Medical Assistant Clinical Practicum II	5
	Total Credits	41