



MIDDLESEX
Community College

Medical Assisting Certificate

Program Information and Admission Requirements

The Medical Assisting Certificate Program at Middlesex Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

*Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
(727)-210-2350
www.caahep.org*

Application Deadline: Priority consideration is given to applications, including all requirements, received by May 1. Applications received after the deadline will be considered on a space available basis.

Special Note Regarding Residency: Non-Massachusetts residents will be admitted on a space available basis only.

Program Description

The primary goal of the Medical Assisting program is to prepare competent entry-level Medical Assistants in the knowledge (cognitive), skills (psychomotor), and professional behavior (affective) learning domains. Students with different learning styles will obtain knowledge (cognitive domain) by using lecture, visual aids, assessments and externships to ensure mastery of core content. Students will learn professional behavior (affective domain), through the use of scenarios to demonstrate communication and critical thinking skills which will prepare them for situations they will experience in the workplace. Additionally, students will learn and practice “hands on” (psychomotor domain) skills in the laboratory setting before attending externship to verify competency as an “entry level medical assistant.”

Career and Transfer Outlook

Graduates are ready for entry-level employment in various outpatient settings, including hospital clinics, group and individual physicians’ practices, chiropractor and podiatrist offices. After completing the certificate program, graduates may take additional courses at Middlesex to meet the requirement for the Associate in Health Science degree program.

Program Outcomes

Graduates of the Medical Assisting Certificate program are prepared to:

- Function as competent entry-level medical assistants.
- Perform medical assisting administrative and clinical procedures competently and safely within their scope of practice.
- Demonstrate appropriate communication skills by effectively engaging in written and oral communication as demonstrated through charting and communication with patients from different age groups, cultures and other health professionals.
- Perform within legal and ethical boundaries in the scope of practice for medical assistants.

Standard Skills for Medical Assisting

The following is a list of standard and/or technical skills required for performing duties in the Medical Assisting field. These skills are not conditions for admission to the program, but do indicate abilities and characteristics necessary for successful completion of the Medical Assisting program, and to perform the duties of the career upon graduation.

- Perform for a prolonged period without breaks, e.g., typical shift of eight hours.
- Assist patients to assume various positions for examination, to get dressed, to get on and off exam table.
- Move/operate patient conveyance devices and equipment such as stretchers, wheelchairs and monitors.
- Respond appropriately to sounds, i.e. patient voice, movements and distress behaviors at a normal conversational volume. Respond appropriately to equipment signals such as sound and light.
- Manipulate dials, levers, keyboard devices, plugs and other switches/devices associated with medical equipment and office procedures.
- Lift and carry twenty pounds of weight for a short distance.
- Respond to directions and requests in conversation, by telephone or other electronic communication devices.
- Differentiate colors and shades on dipsticks and compare them to charts.
- Use a microscope.
- Manipulate syringes, needles and other invasive devices.
- Read small print (e.g., example on tubes, vials, package inserts, etc.)
- Record patient history, vital signs and other information.
- Use a keyboard to enter data.
- Palpate pulses and veins to perform venipuncture.
- Wear personal protective equipment, such as surgical gloves, goggles and face shields.

Getting Started

Review and follow the Medical Assisting Admission Requirements Certification form to ensure that you have met the admission criteria listed below:

- Completion of CAP 101, Computer Applications, or a high school computer applications course or equivalent.
- Cumulative minimum 2.0 GPA
- Receive minimum placement test scores of ENG 101, MAT 070 or completion of Modules 1-4.
- Eligibility may be demonstrated through placement, current enrollment, or previous college coursework.

Submitting a Complete Application

- A signed Medical Assisting Admission Requirements Certification Form
- A completed Middlesex Community College Application
- Official High School Transcript (required only for documentation of required prerequisite courses)
- Official College Transcripts (required from all colleges attended, except Middlesex Community College)

Admission Information

The availability of appropriate clinical placement sites, an integral component of the program, requires us to limit admission. The Admission committee will review applications in their entirety. Academic history will also be considered and students are required to have a minimum cumulative 2.0 GPA. Non-Massachusetts residents will be admitted on a space available basis only.

Requirements After Admission to Medical Assisting Certificate Program

- Students accepted to Health Programs must be in compliance with the current immunization requirements specified by the Massachusetts Department of Public Health for Health Care Personnel (HCP) and in accordance with state law, MGL, Chapter 76, Section 15C, and its regulations at 105 CMR 220.700 in order to participate in an externship placement or clinical experience.
- Students must submit the **Required Student Health Record** form, provided by Middlesex Community College. Required documentation of health status includes a completed physical examination, a two-step Mantoux (TB/PPD) skin test or blood test (T-Spot or Quantiferon Gold) for tuberculosis, a color deficiency test, proof of immunization against Measles, Mumps, Rubella, Varicella, a positive Hepatitis B titer, one lifetime dose of TDAP (Tetanus/Diphtheria/Acellular Pertussis – after 2006), and one dose of MenACWY meningococcal vaccine administered on or after 16th birthday for any newly enrolled full-time student 21 years of age or younger.
- Earn and submit a current certification in CPR at the Health Care Provider-level (offered monthly at MCC) which is valid for the entire academic year and renewed annually.
- **As part of the program, students will participate in a non-paid clinical internship experience.**
- **Students must have transportation available to them for travel to the program's internships.**
- Science courses must be taken within 5 years of entrance to the program to be accepted for credit toward the Medical Assisting Certificate.
- **Students enrolled in the Medical Assisting Certificate program must demonstrate a satisfactory level of performance in clinical settings in order to remain in the program. See the Academic Catalog for additional information.**
- **Students must receive a C or better in clinically related courses to remain in the program.**

Criminal Offender Record Information and Sex Offender Registry Information Checks

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled, or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth's Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact Alisa Chapman, Director of Compliance at 781-280-3620 or at chapmana@middlesex.mass.edu.

Services Available to Middlesex Community College Students

Advising is available in our Academic Planning Centers. Academic advising is a valuable service, since all applicants are responsible for fulfilling the precise requirements of the program in order to be considered for admission. Advising appointments made be made by calling 1-800-818-3434.

Students are encouraged to apply for Financial Aid to help meet the expenses of attending college. The Financial Aid office packages awards for each student, based upon the student's eligibility and financial need, fund restrictions and fund availability. General information is available at the Student Information Centers, or by calling the Financial Aid Offices in Bedford 781-280-3650 or Lowell 978-656-3242.

Medical Assisting Certificate Curriculum

Semester 1

Course number	Course title	Credits	Prerequisites
MAS 101	Medical Terminology	3 credits	
MAS 106	Administration for Medical Assistants	3 credits	CAP 101 or equivalent
MAS 107	Basic Clinical Skills	4 credits	
MAS 108	Pharmacology/Dosage Calculations for Medical Assistants	2 credits	
MAS 109	Medical Care in Health and Disease	3 credits	

Semester 2

Course number	Course title	Credits	Prerequisites
MAS 121	Clinical Lab Techniques	3 credits	
MAS 122	Clinical Skills for Specialized Procedures	3 credits	
MAS 123	Electronic Health Records	2 credits	
MAS 150	Medical Assisting Seminar	2 credits	Pre-req: Completion of MAS 106, MAS 107, and MAS 122, all with a C or better
MAS 151	Medical Assisting Externship	4 credits	Pre-req: Completion of MAS 106, MAS 107, and MAS 122, all with a C or better.
Total credits		29 credits	

Program Coordinator: Claudia Guillen, B.S.N., R.M.A., R.N., MS, Nursing, University of Massachusetts Lowell, University of Massachusetts Boston, Registered Medical Assistant, Registered Nurse