

Certificate of Proficiency (COP)
Medical Assisting

Students develop knowledge and skills necessary for employment in clinical and administrative-support areas of medical clinics.

The Lower Columbia College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This assures the highest standards in a medical assisting curriculum and qualifies the successful graduate to sit for the national Certified Medical Assistant (CMA) exam administered by the American Association of Medical Assistants (AAMA).

Certificate Requirements

- **Communications:**
5 credits - ENGL& 101 English Composition I OR BUS 119 Business Communications.
- **Quantitative Skills:**
5 credits – MATH 105 Mathematics for Health Sciences.
- **Human Relations/ Social Science:**
5 credits – PSYC& 100 General Psychology OR BUS 144 Management of Human Relations:DIV.
- **Strongly Advised:**
Preparatory for State – mandated credentialing exam: MEDA 205 – Certification Review for Medical Assisting.

Program Requirements

AH 114	Healthcare Communication Skills	2
BTEC 145 OR	Intro to Word	5
CS 110	Intro to Microcomputer Apps	3
BTEC 171	Medical Reception Procedures	3
BTEC 172	Medical Office Procedure	3
BTEC 173	Computers in the Medical Office	3
MEDA 101 OR	Medical Vocabulary I	3
BTEC 181	Medical Terminology I	
MEDA 102 OR	Medical Vocabulary II	3
BTEC 182	Medical Terminology II	
MEDA 120 OR	Survey of Human A & P	5
BIOL& 241 AND 242	Human A&P 1 AND 2	10
MEDA 122 OR BTEC 164 AND MEDA 298	Law & Ethics for the Medical Office OR Legal Aspects of the Medical Office AND Special Topics in Medical Assisting	321
MEDA 145	Medical Lab Procedures	6
MEDA 161	Exam Room Procedures I	4
MEDA 162	Exam Room Procedures II	4
MEDA 165	Meds in MEDA & Diseases	5
MEDA 190	MEDA to Preceptorship	6
MEDA 195	Medical Assisting Seminar	1

Total credits required to earn this certificate: 69-76. For any course to count toward this certificate, a grade of C or better is required.

NOTE: AH 114, and ENGL& 101 or BUS 119, all with a grade of C or better must be completed before MEDA 161. For students who have time, the BIOL series is a good option since it can transfer, and apply to career growth & advanced education. Many students come to MEDA having completed the BIOL series.

Students completing this program should acquire the following skills and abilities:

- Demonstrate critical thinking by applying objective, valid methods of inquiry and problem-solving to draw rational, ethical and coherent conclusions in medical assisting practice.
- Process and utilize quantitative data in professional medical assisting practice.
- Communicate effectively in professional medical assisting practice.
- Incorporate professional interpersonal skills and caring behaviors in medical assisting practice.
- Demonstrate competencies in the following domains, according to CAAHEP accreditation standards, for employment as a medical assistant in clinical and administrative-support areas of ambulatory health-care settings:
 - cognitive (knowledge)
 - psychomotor (performance)
 - affective (attitude and behavior)
- Be prepared for the national certification exam sponsored by the American Association of Medical Assistants (AAMA).
- Be prepared for state credentialing as a "Medical Assistant-Certified" according to educational requirements in the law relating to Medical Assistants, Engrossed Substitute House Bill 1515.

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Planner

Advisors: Elizabeth Engel, (360) 442-2867, eengel@lowercolumbia.edu
 Donovan Tate, (360) 442-2351, dtate@lowercolumbia.edu

Fall Quarter			Winter Quarter			Spring Quarter			Summer Quarter		
√	Courses	Crs	√	Courses	Crs	√	Courses	Crs	√	Courses	Crs
	BTEC 171	3		PSYC& 100 OR BUS 144	5		MEDA 102	3			
	MEDA 101	3		MATH 105	5		BTEC 173	3			
	ENGL& 101 OR BUS 119	5		BTEC 172	3		CS 110 OR BTEC 145	3 5			
	AH 100 (if needed)	0-1		MEDA 122	3		AH 114**	2			
	Total:	11-12		Total:	16		Total:	11-13		Total:	

Fall Quarter			Winter Quarter			Spring Quarter			Summer Quarter		
√	Courses	Crs	√	Courses	Crs	√	Courses	Crs	√	Courses	Crs
	MEDA 120	5		MEDA 162	4		MEDA 145	6		MEDA 190	6
	MEDA 161*	4					MEDA 165	5		MEDA 195	1
	Total:	9		Total:	4		Total:	11		Total:	7

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Notes:

*MEDA Program Director permission required to enroll.**Courses must be completed before summer quarter prior to MEDA 161.

To comply with health care agency requirements, students must provide documentation of the following before MEDA 190: Current first aid card, current American Heart Association, current Healthcare Provider CPR, negative urine drug screen (must be within 30 days of beginning MEDA 190), all required immunizations or titers, current TB test or chest Xray, a criminal and fraud background check.

This advice for program planning is based on the information available at the time of preparation. It is always advisable to check with your LCC advisor and with the LCC catalog for LCC graduation requirements.

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