

Certificate of Proficiency (COP)

Medical Assisting

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

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).

For a roadmap that identifies the preferred sequencing of courses and other specific recommendations from faculty, please see the corresponding program map(s):

- **Medical Assisting - COP (lowercolumbia.edu/program-maps/health/COP-Medical-Assisting)**

Certificate Requirements

- **Communications:**
5 credits - **ENGL& 101 English Composition I.
- **Quantitative Skills:**
5 credits – MATH 105 Math for Health Sciences OR Any College Level Math.
- **Human Relations/ Social Science:**
5 credits – PSYC& 100 General Psychology (counts for Human Relations and Social Science) OR BUS 144 Management of Human Relations:DIV (counts for Human Relations, Social Science, and Diversity).
- **Strongly Advised:**
MEDA 205 Certification Review for Medical Assisting, 2 cr.

Program Requirements

**AH 114 OR **PSYC& 200	Healthcare Communication Skills OR Lifespan Psychology	2 OR 5	
CS 110 OR BTEC 145	Intro to Microcomputer Applications OR Introduction to MS Word	3 OR 5	
BTEC 171	Medical Reception Procedures		3

BTEC 172	Medical Office Procedure	3
BTEC 173	Computers in the Medical Office	3
MEDA 101 <i>OR</i>	Medical Vocabulary I <i>OR</i>	3
BTEC 181	Medical Terminology I	
MEDA 102 <i>OR</i>	Medical Vocabulary II <i>OR</i>	3
BTEC 182	Medical Terminology II	
MEDA 120 <i>OR</i>	Survey of Human A & P <i>OR</i>	5 <i>OR</i>
BIOL& 241 <i>AND</i> BIOL& 242	Human A&P 1 <i>AND</i> 2	10
MEDA 122 <i>OR</i>	Law & Ethics for the Medical Office <i>OR</i>	3 <i>OR</i>
BTEC 164 <i>AND</i> MEDA 298	<i>OR</i> Medical Office Law & Ethics <i>AND</i> Special Topics in Medical Assisting	2 <i>AND</i> 1
MEDA 145	Medical Laboratory Techniques	6
MEDA 161*	Exam Room Procedures I	4
MEDA 162*	Exam Room Procedures II	4
MEDA 165	Medications in Medical Assisting & Diseases	5
MEDA 190	Medical Assisting to Preceptorship	6
MEDA 195	Medical Assisting Seminar	1

Diversity and Distribution Lists (lowercolumbia.edu/publications/catalog/diversity-and-distribution-lists) are available in the Lower Columbia College Catalog located at lowercolumbia.edu/catalog.

Total credits required to earn this certificate: 70-80. For any course to count toward this certificate, a grade of C or better is required.

****NOTE:** AH 114 OR PSYC& 200, and ENGL& 101, all with a grade of C or better must be completed before MEDA 161.

*MEDA 161 or MEDA 162 fulfill the Health requirement.

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.

Revised December 2021 (Effective Summer 2022)

Notes:

*MEDA Program Director permission required to enroll.

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.