Medical Assistant Certificate Program Guide

Career Highlights
As a medical assistant you will perform administrative and certain clinical duties in the offices of physicians, hospitals, and other healthcare facilities. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, and administering medications as directed by physician.

For more information regarding this career visit: https://nocccd.emsicc.com/.

Program Information
The Medical Assistant Certificate Program prepares students to work in the front and back office setting. It consists of seven (7) required courses and students must also demonstrate keyboarding proficiency.

The program prepares students to sit for the National Health Career Association (NHA), Certified Medical Administrative Assistant (CMAA) and/or Certified Clinical Medical Assistant (CCMA) examination to earn a national medial assisting certification. Certification is a voluntary process that allows individuals to build their professional credentials by providing evidence that they have attained the necessary level of knowledge, skill, and/or experience in a well-defined area. For more information visit the NHA website: https://www.nhanow.com/certifications.

Eligibility Requirements
To be eligible for the program candidates must:

- 18 years or older.
- Apply online or in-person at any NOCE Center.
- Complete an online General Orientation at least 24 hours prior to registering for Medical Assistant Certificate Program courses.

Program Location and Contact Information

<table>
<thead>
<tr>
<th>NOCE Anaheim Campus</th>
<th>Career Technical Education (CTE)</th>
<th>Student Success and Support Program, Room 215</th>
</tr>
</thead>
<tbody>
<tr>
<td>1830 W. Romneya Drive</td>
<td>Office, Room 513</td>
<td>714-808-4682</td>
</tr>
<tr>
<td>Anaheim, CA 92801</td>
<td>714-808-4915, <a href="mailto:careers@noce.edu">careers@noce.edu</a></td>
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<tr>
<td></td>
<td>Contact for general program information</td>
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<tr>
<td></td>
<td>Contact for course advisement, career counseling, and college planning</td>
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</table>
Program of Study Leading to a Certificate

This information is for advisement purposes only and subject to change

<table>
<thead>
<tr>
<th>Required Core Courses for Medical Assistant Certificate</th>
<th>Hours</th>
<th>Prerequisite</th>
<th>Completion Status</th>
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<tbody>
<tr>
<td>❖ MEDO 260 Introduction to Medical Assisting</td>
<td>48</td>
<td>-</td>
<td></td>
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<tr>
<td>MEOC 104 Medical Terminology</td>
<td>48</td>
<td></td>
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<tr>
<td>MEOC 210 Intro of Computers for Health Care Workers</td>
<td>48</td>
<td>• COMP 685</td>
<td></td>
</tr>
<tr>
<td>MEDO 115 Medical Assisting: Front Office Procedures</td>
<td>36</td>
<td>• MEDO 260</td>
<td>• COMP 685</td>
</tr>
<tr>
<td>MEDO 235 Medical Assisting: Back Office Procedures I</td>
<td>80</td>
<td>• MEDO 260</td>
<td>• MEOC 104</td>
</tr>
<tr>
<td>MEOC 112 Medical Insurance Billing</td>
<td>72</td>
<td>• COMP 685</td>
<td></td>
</tr>
<tr>
<td>MEDO 240 Medical Assisting: Back Office Procedures II</td>
<td>80</td>
<td>• MEDO 235</td>
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<table>
<thead>
<tr>
<th>Required Keyboarding Proficiency</th>
<th>Hours</th>
<th>Prerequisite</th>
<th>Completion Status</th>
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</thead>
<tbody>
<tr>
<td>COMP 685 Beginning Keyboarding</td>
<td>36</td>
<td>-</td>
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</table>

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<thead>
<tr>
<th>Optional Electives/Enhancement Courses</th>
<th>Hours</th>
<th>Prerequisite</th>
<th>Completion Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEOC 225 Introduction to MedicalCoding</td>
<td>96</td>
<td>• MEOC 104</td>
<td></td>
</tr>
<tr>
<td>MEOC 227 Intermediate Medical Coding</td>
<td>96</td>
<td>• MEOC 225</td>
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Completion Timeline

All required courses for the Medical Assistant Certificate must be completed within five (5) years and students must maintain Catalog Rights. NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN. Those students not meeting the requirements within 5 years and/or not maintaining catalog rights will be required to repeat any classes that are not within the 5-year time frame and/or take any additional program requirements.

❖Students are required to see a NOCE Counselor while enrolled in MEDO 260 to complete a student educational plan. Additional check-in meetings are recommended while enrolled in the program. Counselor appointments can be made in person at the Anaheim campus in room 215 or by phone at 714-808-4682.
Additional Program Information

Catalog Rights and Completion Deadline
The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous four consecutive terms, including Summer, resulting in an academic record of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

If continuous enrollment is broken the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained. The lab enrollment in CCTR 100, keyboarding exams, and required certifications (e.g. CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights as well.

Course Substitutions:

<table>
<thead>
<tr>
<th>Accepted Course</th>
<th>Substituted For</th>
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<tbody>
<tr>
<td>HS 145C: Medical Terminology at Cypress College</td>
<td>MEOC 104: Medical Terminology at NOCE</td>
</tr>
<tr>
<td>MEOC 210: Introduction to Computers for Healthcare Workers at NOCE</td>
<td>COMP 100: Introduction to Computers at NOCE OR MS 104: Introduction to Windows Operating Systems at NOCE</td>
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Visit the CTE Office to complete and submit a Course Substitution Request form.

Challenge Exams

<table>
<thead>
<tr>
<th>Course:</th>
<th>Requirements:</th>
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<tbody>
<tr>
<td>MEOC 104: Medical Terminology</td>
<td>• Proof of completion of an equivalent course from an accredited institution and/or proof of related industry experience.</td>
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<td></td>
<td>• Challenge exam can only be taken once.</td>
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<tr>
<td></td>
<td>• Appointment required, contact the CTE Office.</td>
</tr>
<tr>
<td>MEOC 210: Introduction to Computers for Healthcare Workers</td>
<td>• Proof of completion of an equivalent course from an accredited institution AND proof of related industry experience.</td>
</tr>
<tr>
<td></td>
<td>• Challenge exam can only be taken once.</td>
</tr>
<tr>
<td></td>
<td>• Appointment required, contact the CTE Office.</td>
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<td>Course:</td>
<td>Requirements:</td>
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</table>
| COMP 685: Beginning Keyboarding  | • No appointment necessary.  
• The exam is administered in the Business/Computer Skills Lab, room 304 at the Anaheim campus and students must pass a 3-minute keyboarding test by typing a minimum of 30 net words per minute (NWPM) with five or less errors.  
• Exam can be taken three times a day.  
• Contact the CTE Office for more information. |
| COMP 100: Introduction to Computers | • Proof of completion of an equivalent course from an accredited institution and/or proof of related industry experience.  
• Challenge exam can only be taken once.  
• It is recommended that students meet the MEOC 112 course pre-requisite through MEOC 210.  
• Appointment required, contact the CTE Office. |
| MS 104: Introduction to Windows Operating System | • Proof of completion of an equivalent course from an accredited institution and/or proof of related industry experience.  
• Challenge exam can only be taken once.  
• It is recommended that students meet the MEOC 112 course pre-requisite through MEOC 210.  
• Appointment required, contact the CTE Office. |

**Program Attendance and Grading Requirement:**

- Regular attendance is expected of every student. Attendance at the first class meeting is **MANDATORY** and any student not attending the first class meeting may be dropped by the instructor.
- Students on the wait list should attend the first class session.
- While an instructor may drop a student for excessive absences, it is the student's responsibility to officially drop the class by visiting a registration counter located at each NOCE campus, or online by logging onto MyGateway at [http://mygateway.nocccd.edu](http://mygateway.nocccd.edu).
- All courses in this program are graded (Pass or No Pass).
- In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements and the 80% or higher grading requirement.

**Receiving the Certificate:**

To receive the certificate students must schedule and attend a Graduation Check/Exit Interview appointment with a NOCE Counselor at the end of your final term to complete the application for program certificate.

Once the Records Office receives your application and verifies that all the requirements have been met, the program certificate will be mailed to you.