Medical Assistant Certificate Program Guide 2023-2024

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 a physician.

For more information regarding this career visit: Career Coach.

Program Information

This program will prepare students for an entry-level position as a medical assistant in an administrative and/or clinical setting. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a medical assistant in medical and healthcare settings.

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 medical 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.

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

NOCE Anaheim Campus	Career Technical Education (CTE)	Counseling and Student Services
1830 W. Romneya Drive	Office, Room 513	Department, Room 215
Anaheim, CA 92801	714-808-4915	714-808-4682
	careers@noce.edu	counseling@noce.edu
	Contact for general program information	Contact for course advisement, career counseling, and college planning

Program of Study Leading to a Certificate

This information is for advisement purposes only and subject to change.

Required Core Courses for Medical Assistant Certificate
Core courses are listed in the order of the program's recommended sequence

Course #	Course Title	Hours	Prerequisite(s)	Corequisite	Completion Status
COMP 685	Computer Keyboarding- Beginning	36			
MEDA 100	Medical Assistant, Core Concepts	36			
MEDO 105	Medical Terminology	48			
MEDA 101	Computers in Healthcare and EHR, Introduction	36	• COMP 685		
MEDA 110	Medical Assistant Administrative	24	• COMP 685 • MEDO 105 • MEDA 100	• MEDA 111	
MEDA 111	Medical Assistant Administrative Lab	24	• COMP 685 • MEDO 105 • MEDA 100	• MEDA 110	
MEDA 120	Medical Assistant Electronic Health Records	12	• COMP 685 • MEDO 105 • MEDA 100 • MEDA 101	• MEDA 121	
MEDA 121	Medical Assistant, Electronic Health Record Lab	24	• COMP 685 • MEDO 105 • MEDA 100 • MEDA 101	• MEDA 120	
MEDA 130	Medical Assisting Financial Concepts	24	• COMP 685 • MEDO 105 • MEDA 100	• MEDA 131	
MEDA 131	Medical Assistant Financial Concepts Lab	24	• COMP 685 • MEDO 105 • MEDA 100	• MEDA 130	
MEDA 140	Medical Billing, Introduction	24	• COMP 685 • MEDA 101	• MEDA 141	
MEDA 141	Medical Billing Lab, Introduction	24	• COMP 685 • MEDA 101	• MEDA 140	
MEDA 200	Medical Assistant Clinical Procedures Theory I	18	• MEDO 105 • MEDA 100	• MEDA 201	
MEDA 201	Medical Assistant Clinical Procedures Lab I	48	• MEDO 105 • MEDA 100	• MEDA 200	
MEDA 210	Medical Assistant Clinical Procedures Theory II	18	• MEDA 200	• MEDA 211	
MEDA 211	Medical Assistant Clinical Procedures Lab II	48	• MEDA 200	• MEDA 210	

Required Electives (1 Required)					
Course #	Course Title	Hours	Prerequisite(s)	Corequisite	Completion Status
PTEC 125	Human Relations for Healthcare Workers	36			
MEDA 300	Medical Assistant Simulation Lab *Due to COVID-19 this course is currently not being offered.*	108			

Completion Timeline
All required courses for the Medical Assistant Certificate must be completed and students must maintain Catalog Rights. NO EXTENSIONS and/or EXCEPTIONS WILL BE GIVEN. Those students not meeting the requirements and/or not maintaining catalog rights will be required to repeat any classes and/or take any additional program requirements.

It is recommended that students see a NOCE Counselor upon enrollment 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, by phone at 714-808-4682, or via email at counseling@noce.edu.

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 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 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 WFPR 100, WFPR101, 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.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

Course Substitutions:

Accepted Course:	Substituted For:
HS 145C: Medical Terminology at Cypress College	MEDO 105: Medical Terminology at NOCE

Contact the CTE Office to complete and submit a Course Substitution Request form.

Challenge Exams

Course:	Requirements:
COMP 685: Beginning Keyboarding	- Students who are currently enrolled or have been previously enrolled in COMP 685 are **NOT** eligible for the Keyboarding Challenge Exam. - Completed application showing proof of work experience or proof of typing speed of at least 30 NWPM. - Students must pass a 5-minute keyboarding exam by typing a minimum of 35 net words per minute (NWPM) with five or less errors. - Students are allowed to take the challenge exam up to three (3) times within a 30-minute appointment window on the same day. - Students who do not pass the Keyboarding Challenge Exam within the maximum number of attempts **will be required to take COMP 685: Beginning Keyboarding.** - Contact the CTE Office at careers@noce.edu to request the application.

Program Attendance and Grading Requirement:

In-Person Classes	Online Classes
First Day Of Class **ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY** to secure your place in class. If you are not in class ONE HOUR after the scheduled start time, your spot could be assigned to a student on the waitlist. No student will be allowed to enroll in a class after the established deadline.	**First Week of Attendance** **FIRST WEEK OF ATTENDANCE IS MANDATORY** to secure your place in class. If you do not sign into your Canvas course and/or contact your instructor by 11:59 p.m. on the third day from the start of the course, your spot could be reassigned to a student on the waitlist, and you will be dropped from the course**.** If you are enrolled in a hybrid class and the first class meeting is scheduled to be in-person, see the First Day of Class policy for in-person classes.

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In-Person Classes	Online Classes
	No student will be allowed to enroll in a class after the established deadline.
Ongoing Attendance Regular attendance is expected of every student.	**Ongoing Active Participation** Ongoing active participation is expected of every student. Active participation requires more than just logging onto Canvas. Students who do not actively participate on a weekly basis will be dropped from the class up until the second census date.
Waitlisted Students Before the class start date, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist. • The waitlist process is only valid **before** the class start date. • After the class starts, students interested in adding a closed class must have instructor permission, so it is recommended that students who were on the waitlist attend the first day of class and request instructor permission to be added. • For classes five weeks in length or less, students cannot add after the start date. • For classes six weeks in length or more, students cannot add after the second class meeting. • No student will be allowed to enroll in a class after the established deadline.	**Waitlisted Students** Through the first week of classes, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist. • The waitlist process is only valid through the end of the first week of the class. • During the 2nd week of classes, students still interested in adding a closed class must contact StarHelp at 714.808.4679 or e-mail starhelp@noce.edu. • No student will be allowed to enroll in a class after the established deadline.
Grading Policy 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.	**Grading Policy** 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 through ongoing active participation and the 80% or higher grading requirement.

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Graduation Check for Program Certificate and Commencement

To receive the certificate and participate in the Commencement Ceremony, students must schedule and attend a Graduation Check/Exit Interview appointment with a NOCE Counselor at the end of their final term to complete the application for the program certificate. If you do not plan on participating in the commencement ceremony, you still <u>must</u> schedule a Graduation Check/Exit Interview appointment with a NOCE counselor.

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

Accredited by the Accrediting Commission for Schools,
Western Association of Schools and Colleges
533 Airport Blvd., Suite 200 Burlingame, CA 94010
Website: www.acswasc.org

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.