

# Medical Assistant

## Certificate

### DIVISION OF HEALTH SCIENCES

#### Fall Semester Start; Hybrid

This program is designed to prepare learners for a sustainable and rewarding career in healthcare, as an integral part of a dynamic, patient-centered team. The Medical Assistant program offers training in blood drawing (phlebotomy), electro-cardiograms (EKGs), injections, vital signs and blood pressures, and pharmacology. Training in both clinical, laboratory and administrative skills prepares students for entry level employment in a hospital, doctor's office, rehabilitative center, or any medical specialty.

As a hybrid program, most courses are asynchronous online, with the exception of MS 101 and MS 102 Medical Assistant Skills I and II offered on the Framingham Campus, and MS 103 Medical Assistant Capstone (160 hours) offered during daytime hours at a clinical affiliate. Upon completion of all courses, learners will be eligible to take a national certification exam.

Upon successful completion, the Certificate in [Medical Assistant](#) is awarded.

#### ADMISSION REQUIREMENTS

High School diploma or equivalent, or Associate Degree or higher.

MassBay Placement into Freshman English (EN 101) or completion of Fundamentals of Composition II (EN 98) with a grade of C or higher.

MassBay Placement into Intermediate Algebra (MA 98) or completion of Introductory Algebra (MA 95) with a grade of C or higher.

Successful completion of Reading Assessment Test with a score of 246 or higher.

Medical Assistant students are required to attend the mandatory new student orientation prior to the start of class.

#### REQUIRED PRE-CLINICAL DOCUMENTATION

Students in the program are required to obtain certain immunization and health records and submit documentation thereof by published deadlines. A complete list of the required immunizations can be found on Division of Health Sciences' web pages of the MassBay website by clicking the link, [Health and Background Check Requirements](#)

Immunization requirements are in accordance with clinical site requirements and Massachusetts state law. If the student does not meet the initial published deadline, the student will not be eligible to attend the internship/Capstone rotation and will not be able to complete the program.

COURSE	COURSE TITLE	CREDITS
<i>First Year</i>	<i>Semester 1</i>	
HL103	Medical Terminology	3
HL116	Electronic Health Records	2
HL117	Soft Skills for Medical Professionals	3
HL119	Pharmacology	2
MS101	Medical Assistant Skills I	3
	<b>credits:</b>	13
<i>First Year</i>	<i>Semester 2</i>	
MO103	Medical Office Insurance and Billing	3
MO102	Medical Office Procedures	4
MS102	Medical Assistant Skills II (8 weeks)	3
MS103	Medical Assistant Capstone (8 weeks)	3
	<b>credits:</b>	13
	<b>Total Credits:</b>	26

- Proof of CPR Certification: The Basic Life Support Provider Card (from the American Heart Association or American Red Cross) is required for clinical placement.
- The student must complete the CORI /SORI (Criminal/Sex Offender Record Information) to authorize a search of conviction and pending criminal case information under Standard Required Level 1 by DCJIS (Department of Criminal Justice Information Services). The CORI/SORI completion process is part of the New Student Orientation. If there is a finding of criminal convictions or "open cases," the student will be ineligible to participate in the Health Sciences Program. A National County Criminal Background check will be conducted as part of the student's completion of the clinical requirements. More information is available on the [Division of Health Sciences](#) pages on the MassBay website.

#### PROGRAM FOOTNOTES

A grade of C or higher is required in all MO and HL courses.

The Medical Assistant Certificate program requires applicants to attend a recent information session. Times and dates for these sessions can be located at [Information Session Schedule](#)

More information is available on the [Medical Assistant](#) program pages on the MassBay website.