

CERTIFICATE/ASSOCIATE DEGREE\*

# MEDICAL ASSISTING

## Chart A Better Future.

Whether it's working in a medical clinic, private practice or hospital, medical assistants help keep operations running smoothly and efficiently. Their duties vary from place to place, but they typically help doctors by performing basic clinical procedures and handling some administrative duties.

The Medical Assisting program at Carrington College® is made up of three educational areas: Clinical, Administrative and Externship. Professionalism, client relations, critical thinking, adherence to ethical and legal requirements and proper communication are among the skills we emphasize. Graduates are prepared to take one or more national certification exams to attain credentials such as Registered Medical Assistant (RMA) or Certified Medical Assistant (CMA). Credential preparation varies by location.†

The program culminates in a Certificate of Achievement or an Associate of Science degree.

*According to the U.S. Bureau of Labor Statistics, employment of Medical Assistants is expected to grow 29% from 2012-2022.‡*

**For comprehensive consumer information visit [carrington.edu/cc/ma](http://carrington.edu/cc/ma)**

\* Program availability varies by location. Carrington College reserves the right to update information as it becomes available. Information is current at the time of printing. For the most updated information, visit [carrington.edu](http://carrington.edu).

† Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee graduates will successfully pass these exams or be certified or licensed as a result of completing the program. There are multiple certification opportunities available in the Medical Assisting field, the most recognized of which are the Registered Medical Assistant (RMA) credential and the Certified Medical Assistant (CMA) credential. Credential preparation varies by location.

‡ Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook (2014-15 Ed.)



## Duties May Include:

- Taking medical histories
- Recording vital signs
- Collecting and preparing lab specimens
- Sterilizing medical instruments
- Preparing patients for examination
- Drawing blood
- Giving injections
- Handling office administration duties

## Possible Employment Opportunities:

- Physicians offices
- Public and private hospitals
- Outpatient facilities
- Chiropractic offices
- Optometrists offices
- Podiatrists offices
- Residential care facilities
- Nursing homes



**CARRINGTON  
COLLEGE®**

**877-623-1442  
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# CERTIFICATE/ASSOCIATE DEGREE - MEDICAL ASSISTING

## Student Learning Outcomes

Upon completion of the Medical Assisting program, graduates will be able to:

- Perform clerical and bookkeeping functions, and process insurance claims within the medical office setting.
- Conduct a variety of diagnostic tests using equipment, materials and techniques within the scope of practice.
- Perform and assist with routine patient procedures and care as they relate to a medical setting.
- Maintain supplies and equipment as it relates to a medical setting.
- Demonstrate proficiency in critical thinking and information management.

## PROGRAM REQUIREMENTS – Boise, Reno

Medical Assisting Technical Courses		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
MAC 111	Anatomy, Physiology, Pediatrics, Gerontology, and Cardiovascular Procedures	48	48	0	4.5
MAC 112	Anatomy, Physiology, Exams, and Procedures	48	48	0	4.5
MAC 113	Anatomy, Physiology, and Pharmacology	48	48	0	4.5
MAC 114	Principles of Health Care Administration and Therapeutic Communications	48	48	0	4.5
MAC 115	Practice Management and Specialty Lab Tests	48	48	0	4.5
CDV 198.2	Career Development Seminar	30	0	0	2
XTP 200	Externship	0	0	180	4
Total for Certificate*		270	240	180	28.5
General Education Courses					
COM 131	Introduction to Communication	45	0	0	3
SOC 113	Introduction to Sociology	45	0	0	3
PSY 113	General Psychology	45	0	0	3
MAT 113	College Mathematics	45	0	0	3
ENG 113	English Composition I	45	0	0	3
HLT 200	Current Issues in Health Care Ethics	45	0	0	3
MGT 220	Business Organizations and Management	45	0	0	3
MGT 230	Human Relations in Business	45	0	0	3
NUT 100	Introduction to Nutrition	30	0	0	2
SBS 200	Small Business Operations*	45	0	0	3
SBS 214	Small Business Customer Relations	45	0	0	3
Total for General Education Courses		480	0	0	32
Total for Degree		750	240	180	60.5

\*This program is offered in a six-week format.

Approximate time to complete certificate program: 36 weeks

Approximate time to complete degree program: 72 weeks