

CERTIFICATE*

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 eligible to sit for certain national certification exams.†

The program culminates in a Certificate of Achievement.

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



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

For comprehensive consumer information visit 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.

† 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. Graduates at all locations are eligible to sit for the national certification exam to attain the Registered Medical Assistant (RMA) credential. Graduates of the Medical Assisting program at Boise, Mesa, Phoenix, Portland, Spokane and Tucson are also eligible to sit for the national exam to attain the Certified Medical Assistant (CMA) credential. Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

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



**CARRINGTON
COLLEGE®**

**877-623-1442
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CERTIFICATE - 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 - Reno

Medical Assisting Courses		Lecture Hours	Lab Hours	Clinical Hours	Semester Credit Hours
FA 100	Foundations for Achievement	48	48	0	4.5
MAC 110	Health Care Administration with Practice Management, Therapeutic Communication and Specialty Lab Tests	48	48	0	4.5
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
CAP 199	Capstone Portfolio	0	30	0	1
XTP 200	Externship	0	0	180	4
Total for Certificate		240	270	180	27.5

This program is offered in a six-week format.

Approximate time to complete certificate program: 36 weeks