



## Certificate of Achievement / Associate Degree Program MEDICAL ASSISTING



### About This Program

The Medical Assisting program at Carrington College comprises three educational areas: clinical, administrative and externship. Students enhance skills such as word-processing, typing and keyboarding. Throughout the program professionalism, client relations, critical thinking, adherence to the ethical and legal requirements of a medical practice and proper communication skills are emphasized.

The program, which culminates in a Certificate of Achievement or, at the Boise and California campuses, an Associate of Science degree in Medical Assisting\*, prepares students for national certification/credentialing exams†. Graduates at all locations except Albuquerque are eligible to sit for the national certification exam to attain the Registered Medical Assistant (RMA) credential. Graduates of the Medical Assisting program at the Boise, Mesa, Phoenix North, Glendale Learning Center, Portland, Spokane, Tucson and the graduates of the California campuses are eligible to sit for the national exam to attain the Certified Medical Assistant (CMA) credential. Credential preparation varies by campus.

Important information about the educational debt, earnings and completion rate of students who attended this program can be found at [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. For the most updated information, visit [carrington.edu](http://carrington.edu).

\* To be eligible for entrance into the Associate of Science degree program, applicants must have earned a Certificate in Medical Assisting from a program accredited by ABHES or CAAHEP/MAERB.

†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. Credential preparation varies by location.

### General Education Coursework

Students in Carrington College's certificate programs complete technical coursework and participate in a career development seminar.

In Carrington College's degree programs, students also complete a broad base of general education course offerings focusing on:

- English composition
- Computer literacy
- Mathematics
- Science
- Social sciences

### Technical Coursework

The program focuses on front office administrative responsibilities such as clerical and bookkeeping functions, processing medical insurance claims and back office and clinical responsibilities, during which students get hands-on experience conducting a variety of diagnostic tests. The final segment of the program is a 180-hour externship that provides the opportunity for students to demonstrate skill competency in the field.

Carrington's academic catalog, available at [carrington.edu/carrington-college/catalog](http://carrington.edu/carrington-college/catalog), provides the most current and detailed program information, including admission and graduation requirements.



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## Careers in Medical Assisting\*

Though medical assistants' job descriptions vary from office to office, they generally have a set of shared duties and tasks. Medical assistants aid doctors by performing basic clinical procedures and handling a variety of administrative duties. Most medical assistants work in physicians' offices and other health care facilities to help keep operations running smoothly and efficiently. Their career path can lead to employment in a variety of health care environments such as:

- Physicians' offices
- Outpatient facilities
- State, local and private hospitals

\* Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.

## Knowledge and Skills

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

- Perform clerical functions, 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 the ability to apply critical thinking, work collaboratively, communicate clearly and act professionally

\*\* For the Hybrid program, the certificate is awarded from the Phoenix North campus, but campus based courses are located at the Glendale Learning Center, an auxiliary learning site to the Phoenix North campus.

## Accreditation and Program Availability

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, 415 506 0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the US Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [accjc.org](http://accjc.org).

The Medical Assisting certificate program at the Boise, Mesa, Phoenix North, Spokane and Tucson campuses is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, 703 917 9503. The Bureau's web address is: [abhес.org](http://abhес.org).

The Medical Assisting certificate program at the Citrus Heights, Pleasant Hill, Pomona, Sacramento, San Jose, San Leandro and Stockton campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (CAAHEP, 25400 US Highway 19 North, Suite 158 Clearwater, FL 33763, 727 210 2350, [caahep.org](http://caahep.org)).

For comprehensive information on Carrington's accreditation, licenses and approvals, visit [carrington.edu/accreditation](http://carrington.edu/accreditation).

The Medical Assisting program is offered to new students at:

ALBUQUERQUE, NM	PORTLAND, OR
BOISE, ID	RENO, NV
CITRUS HEIGHTS, CA	SACRAMENTO, CA
LAS VEGAS, NV	SAN JOSE, CA
MESA, AZ	SAN LEANDRO, CA
PHOENIX NORTH, AZ	SPOKANE, WA
GLENDALE LEARNING CENTER**, AZ	STOCKTON, CA
PLEASANT HILL, CA	TUCSON, AZ