

ALLIED HEALTH

Medical Assistant Certificate



Entrance Requirements:

Proficiency in spoken and written English

Program Requirements:

In addition to successfully completing the 12 courses in the Medical Assistant Program, you must:

- Wear a complete set of solid color scrubs to each class. White lab coat is required for Phlebotomy III. Closed toe shoes are required daily.
- Purchase textbook(s) for first day of class. EKG calipers are required for EKG. All are available at College Bookstore.
- Successfully complete a criminal background check prior to entering the MA Externship. Information provided on the first day of class.
- Provide immunization records and personal health insurance card prior to entering MA Externship. Information provided on the first day of class.

Please Note:

An attendance rate and final grade of 80 percent or higher in previous classes is required to pass each class.

Medical Assistant Waiver

For additional information regarding the Medical Assistant Certificate Program Course Waiver, contact Continuing Education at 732.906.7743.

NOTE: You must submit appropriate documentation to support your request with a \$75 processing fee per course.

Course Requirements for the Medical Assistant Certificate:

1. Anatomy, Physiology & Terminology for Health Care Providers
2. Healthcare Office Procedures
3. Pharmacology for Healthcare Providers
4. Career Preparation for Healthcare Providers
5. Clinical Procedures for Healthcare Providers
6. Bloodborne Pathogens Certification
7. Standard First Aid Level
8. BLS CPR
9. Phlebotomy I
10. Phlebotomy II
11. ECG/EKG Technician
12. Medical Assistant Externship

Payment Options:

New Medical Assistant Student Discount:

Total cost for eight (MA 1-8) of the 12 required courses: \$3,438 (Save \$264)

Savings are available to students who enroll, with payment, for eight of the 12 required Medical Assistant courses offered this semester.

Pay as You Go for **NEW** Medical Assistant students: \$3,702

REGISTER EARLY. SEATS FILL QUICKLY.

Need additional information regarding the Medical Assistant Certificate Program?

Call Monday-Friday, 732.906.7743



Anatomy, Physiology and Terminology for Healthcare Providers

CEU 10.5

Learn basic anatomy and physiology and terminology used in the medical office.

Required: Textbook(s) required for FIRST class, available at College Bookstore.

Tuition: \$801 + general fee \$159. Total \$960

AHMA 002-24 Monday-Friday, 9 a.m.-2:30 p.m. (1/2 hr. lunch), September 11-October 10 (No Class October 9) (21 sessions)

Healthcare Office Procedures

CEU 7.5

Become familiar with how to run a successful practice, policies and procedures, scheduling, insurance, billing and collection. Gain knowledge of the basic uses of Medisoft software and Spring Charts electronic health records.

Required: Textbook required for FIRST class, available at College Bookstore.

Prerequisite: Successful completion of Anatomy, Physiology & Terminology for Healthcare Providers.

Tuition: \$600 + general fee \$120. Total \$720

AHMA 012-14 Monday-Friday (Class starts Thursday), 9 a.m.-2:30 p.m., October 12-November 1 (1/2 hr. lunch break), (15 sessions)

Pharmacology for Healthcare Providers

CEU 3.0

Learn the families of drugs, side effects, prescriptions and regulations for administration.

Required: Textbook required for FIRST class, available at College Bookstore.

Prerequisite: Successful completion of Anatomy, Physiology & Terminology for Healthcare Providers and Healthcare Office Procedures.

Tuition: \$200 + general fee \$100. Total \$300

AHMA 013-14 Monday-Thursday (Class starts Thursday), 9 a.m.-2:30 p.m., November 2-13 (1/2 hr. lunch) (6 sessions)

Career Preparation for the Healthcare Provider

CEU 2.4

Topics include identifying jobs, writing a resume, interviewing and communication skills.

Required: Bring a flash drive to first class.

Tuition: \$175 + general fee \$50. Total \$225

AHMA 006-24 Monday-Thursday (Class starts Tuesday), 9 a.m.-1 p.m., November 14-22 (6 sessions)

Clinical Procedures for Healthcare Providers

CEU 10.0

Topics include bandaging, eye and ear irrigation, heat and cold therapy, obtaining, analyzing and transporting specimens, and maintaining laboratory instruments.

Required: Textbook required for FIRST class, available at College Bookstore.

Prerequisite: Successful completion of Anatomy, Physiology and Terminology for Healthcare Providers, Healthcare Office Procedures, Pharmacology for Healthcare Providers.

Tuition: \$750 + general fee \$349 + consumables fee \$75. Total \$1,174

AHMA 015-14 Monday-Friday, 9 a.m.-2:30 p.m., (1/2 hr. lunch), November 27-December 22 (20 sessions)



PLEASE NOTE:

The following three classes (Bloodborne Pathogens Certification, Basic Life Support CPR and Standard First Aid Level 2) are co-sponsored with Community Safety Consultants. Classes meet at the Metuchen First Aid Squad, 1 Safety Place, Metuchen, NJ.

Bloodborne Pathogens Certification

CEU 0.4

Topics include OSHA Bloodborne Standard safeguards and management. OSHA Bloodborne Pathogen certification through the American Health and Safety Institute (AHSI) will be issued.

Instructor: Community Safety Consultants,

Tuition: \$45 + general fee \$80. Total \$125

AHMA 024-14 Wednesday, 9 a.m.-1 p.m.,
January 3, 2018

Basic Life Support CPR

CEU 0.45

Healthcare Provider BLS CPR is designed to meet the needs of health care professionals.

Instructor: Community Safety Consultants,

Tuition: \$34 + general fee \$65. Total \$99

AHMA 025-09 Thursday, 9 a.m.-1:30 p.m.,
January 4, 2018

Standard First Aid Level 2

CEU 0.7

Standard First Aid Level 2 is designed to meet the needs of health care professionals.

Prerequisite: Successful completion of Basic Life Support CPR.

Instructor: Community Safety Consultants,

Tuition: \$34 + general fee \$65. Total \$99

AHMA 026-09 Friday, 9 a.m.-4 p.m., January 5, 2018

Externship for the Medical Assistant– Spring/Summer 2017 Returning Students

CEU 20.0

Perform the duties of a medical assistant under supervision, at a clinic or other medical facility. You are required to work 200 hours.

Prerequisites: Successful completion of all 12 Medical Assistant Certificate courses.

Externship coordinator: E. Fishman

Tuition: \$850 + general fee \$149. Total \$999

AHMA 016-19

Mandatory Orientation: Contact Elliot Fishman for appointment, 732.548.6000, ext. 3816

PLEASE NOTE: Proof of health insurance, immunizations, current BLS CPR certification and criminal background check are mandatory prior to receiving an externship assignment. Bring all documents to your orientation with Mr. Fishman.

COLLEGE CREDIT

Sixteen (16) credits toward a Middlesex County College degree, through the Health Science option, may be awarded to students who successfully complete all requirements of the Medical Assistant program. For additional information regarding potential college credit, contact Continuing Education at 732.906.7743.

PLEASE NOTE:

ECG/EKG, Phlebotomy I, Phlebotomy II and the Medical Assistant Externship will be offered Spring 2018 for returning students.