



Medical Assistant Program (MAST5)

PROGRAM DESCRIPTION:

This program is designed to give students a comprehensive collection of administrative and clinical skills. This program includes 600 Clock hours of classroom and 160 hours supervised clinical training.

CURRICULUM GUIDE

- 1. Anatomy and Physiology** a. Anatomy and physiology of all body systems b. Common pathology/diseases c. Diagnostics/treatment modalities - 144 Hours
- 2. Medical Terminology** a. Basic structure of medical words b. Word building and definitions c. Applications of medical terminology - 100 Hours
- 3. Medical Assisting Clinical Procedures** a. Asepsis and infection control b. Specimen collection and processing c. Diagnostic d. Patient care and instruction e. Pharmacology f. Medical emergencies g. Principles of IV therapy h. Provider level CPR certification and first aid training - 224 Hours
- 4. Medical Assisting Administrative Procedures** a. Basic medical assisting clerical functions b. Bookkeeping principles c. Insurance, procedural and diagnostic coding d. Operational functions - 88 Hours
- 5. Medical Law and Ethics** a. Legal guidelines/requirements for health care b. Medical ethics and related issues - 24 Hours
- 6. Professional Components** a. Personal attributes b. Workplace dynamics c. Hereditary, cultural and environmental influences on behavior d. Basic principles of psychology e. Developmental stages of the life cycle f. Principles of verbal and nonverbal communication g. Recognition and response to verbal and nonverbal communication h. Adaptations for individualized needs i. Applications of electronic technology j. Fundamental writing skills k. Job readiness l. Allied health professions and credentialing - 20 Hours
- 7. Clinical Externship** a. Students apply skill sets learned from in class training and clinical laboratory practice b. On the job experience working as Medical Assistant - 160 Hours



This information complies with the US Department of Education's Gainful Employment Programs disclosure requirement. Gainful employment completions are based on the number of completers in non-credit Workforce Development Career Credential training programs. Programs with 10 or less completers will not have % on-time completions or median debt reported in order to prevent the unintentional disclosure of student identity.

http://mcc.edu/gainful_employ_disclosure/ged_clockhr.php?pgtitle=Medical%20Assistant&certcode=MAST5

**Mott Community College
Workforce Education Center**
709 N. Saginaw St., Flint, MI 48503
For more information contact us at
(810)-232-2555

