

## **Medical Assistant (Certificate of Technical Studies)**

This program prepares students for employment in private and large group physician's offices, clinics, hospitals, medical records, laboratories and/or insurance companies.

Upon completion of this competency-based program students are eligible to take the national Certified Clinical Medical Assistant (CCMA) exam from the National Healthcareer Association.

To begin this program, the applicant must:

- Be admitted to Baton Rouge Community College with eligibility to enroll in technical courses. Applicants must have a high school diploma from a regionally accredited institution or a General Educational Development (GED) diploma.
- Must be eligible for placement into ENGL 0090, READ 0090, and MATH 0097.
- Pass a criminal background check, obtain Basic Life Support for Healthcare Providers Cardiopulmonary Resuscitation (CPR) certification, drug screening, and other health requirements stipulated by the program manager.

To receive this certificate, the student must:

- Earn a "C" or better in all required program courses.
- Earn at least a 2.0 overall grade point average on all attempted technical credit hours.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Demonstrate the knowledge, skills, and abilities required of generalists in allied health professionals in physician's offices and health clinics.
2. Sit for the national certification exam administered by the National Healthcareer Association.
3. Perform medical office administrative and clinical procedures following universal precautions for safety.
4. Complete administrative tasks and clinical procedures within applicable parish, state, and federal law.

### **Program of Study**

<b>First Semester</b>		<b>Semester Credit Hours</b>	<b>Semester Contact Hours</b>
MAST 1171	Medical Terminology for Medical Assistants	1	15
MAST 1152	Human Body for Medical Assistants	2	60
MAST 1162	Professionalism in Healthcare	2	60
MAST 1142	Pharmacology for Medical Assistants	2	60
MAST 1014	Phlebotomy*	4	120
MAST 1221	Clinical Procedures I	1	90
<b>First semester total</b>		<b>12</b>	<b>405</b>
<b>Second Semester</b>		<b>Semester Credit Hours</b>	<b>Semester Contact Hours</b>
MAST 1214	Administrative Procedures	4	120
MAST 2132	Clinical Procedures II	2	105
MAST 1114	Electrocardiography (EKG)*	4	90

MAST 2222	Medical Assistant Externship	<b>2</b>	<b>180</b>
		<b>Second semester total</b>	<b>12</b>
		<b>Total Program Hours:</b>	<b>24</b>
			<b>900</b>

\* The semester in which MAST 1014, Phlebotomy, and MAST 1114, Electrocardiography, are offered is dependent on the BRCC site at which the course is offered and the availability of clinical sites.

For more information, contact the Division of Nursing and Allied Health at 225-216-8044 or the Division of Nursing and Allied Health Advisor at 225-216-8879.