

Medical Assisting Program

This program prepares graduates for a wide range of duties in medical offices and other healthcare settings. Administrative responsibilities may include scheduling and receiving patients, keeping medical records, handling telephone calls and correspondence, and maintaining supplies and equipment.

Medical assistant clinical duties may include assisting with examinations and treatments, obtaining medical histories, sterilizing instruments and equipment, and performing certain diagnostic tests and laboratory procedures in a health care facility.

The program offers clinical experience as well as theory and laboratory courses. Students in the program must earn grades of "C" or better in all required courses and complete all courses required in the first term to be eligible for the practicum.

Program outcomes

Students completing the certificate should be able to:

- Perform basic clinical assessments and minor treatments.
- Accurately record patient history and related information.
- Apply current technology associated with health care systems that are the standard of practice in outpatient clinics, health departments, and medical practices.
- Use specific skills related to the scope of practice for a medical assistant such as injections, phlebotomy, and other diagnostic testing, in order to maintain and upgrade the delivery of health care.
- Comply with the professional ethics policies and procedures related to medical and legal matters, including confidentiality, medical records management, release of information, patient rights, workplace rights, and informal consents in health care facilities.

Getting started

This is a three-term program with special admission requirements and enrollment limits. The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Advising and Counseling Services. You may need to complete program entry requirements. Then your advisor will help you develop an individualized program of study to meet prerequisite application requirements, which may include one or more of the following:

MTH020	Basic Mathematics (or higher)	4
RD090	College Textbook Reading (or higher)	3

Prior to program entry, students must also pass a criminal background check and drug test (pursuant to OAR 855-010-0045). Clinical sites may also require this.

If you have questions about the requirements, contact the Yamhill Valley Campus in McMinnville, 503.584.7540. Failure to be assessed may delay your entry into program classes.

Medical Assisting Certificate of Completion

In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$300; class fees, supplies, criminal background check, drug testing, CPR and first aid certification, scrubs, \$806; universal fee, \$532; immunizations, \$250. Students are responsible for costs related to travel to practicum locations. Contact the Financial Aid Office at 503.399.5018 to find out if you qualify for help with these costs.

You may earn a certificate of completion by successfully completing the required 38 credit hours:

Course	Title	Credit Hours
Term 1		
MTH060	Introductory Algebra (or higher).....	4
PSY104	Workplace Psychology	4
WR090	Fundamentals of Writing (or higher)	4
Term 2		
MED124	Medical Assisting, Basic Procedures	4
MED125	Medical Assisting, Advanced Procedures	5
MED130	Medical Assisting Practicum.....	5
Term 3		
MED131	Medical Assisting Seminar	1
MED132	Medical Assisting Clinical Practice	11



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