

MEDICAL ASSISTANT TRAINING PROGRAM, CERTIFICATE OF COMPLETION

Requirements

The Medical Assistant Training Program consists of three courses (MA IA, MA IB, and Integrating the Worksite Environment). These courses include content related to front office administrative duties, back office clinical duties, and job readiness skills of a Medical Assistant. The program prepares students to work as entry level medical assistants in medical provider offices or clinics. An awareness of socioeconomic diversity, cross-cultural patient care, and communication skills will be emphasized.

Code	Title	Units
AHV NC005	Medical Assistant IA: Administrative and Clinical Skills	0
AHV NC006	Medical Assistant IB: Administrative and Clinical Skills Part Two	0
AHV NC009	Integrating the Worksite Environment	0

Learning Outcomes

1. Perform return demonstration in infection control, vital signs measurement, assisting with medical examinations, and performing medical office diagnostic tests.
2. Describe effective communication strategies for assisting patients in front office reception and appointment scheduling.