



## Certificate

# Medical Assisting Certificate

### Year One (sample schedule)

#### Prerequisites

- ENGL 90 Fundamentals of English.....5
- INFO 101 Research in Health and Social Sciences .....2
- MATH 63/64 Intro to Algebra .....5

**Total Pre Medical Assisting Credits 12**

#### Quarter One (Fall)

- MED 101 Introduction to Clinical Medical Assisting.....5
- MED 102 Medical Terminology for Medical Assistants .....5
- MED 150 Medical Billing & Coding I for Medical Assistants .....5

#### Quarter Two (Winter)

- MED 110 Anatomy & Pathophysiology I for Medical Assistants.....5
- MED 135 Medical Office Procedures .....4
- MED 151 Medical Billing & Coding II for Medical Assistants ....5
- MED 160 Clinical Laboratory Seminar I for Medical Assistants.....5

#### Quarter Three (Spring)

- MED 115 Anatomy & Pathophysiology II for Medical Assistants.....5
- MED 140 Medical, Ethical & Legal Communications.....4
- MED 161 Clinical Laboratory Seminar II for Medical Assistants.....5

#### Quarter Four (Summer)

- FA 180 CPR/First Aid for Healthcare Providers .....1
- MED 105 HIV/AIDS and Other Bloodborne Pathogens for Med Assistants .....1
- AMATH 121 Applied Math for Prof/Tech Programs..... 5
- MED 170 Principles of Pharmacology for Medical Assistants ..5

### Year Two (sample schedule)

#### Quarter Five (Fall)

- MED 165 Clinical Practicum/Externship for Medical Assistants.....6
- MED 200 Medical Assistant Capstone.....3
- MED 201 Introduction to Patient Advocacy .....5

**Total Credits Required 74**

## Specifics

### Length of Program

Courses with prerequisites, and the placement level of the student, may extend the length of Program listed on this page.

### Which Quarter Can I begin?

The typical student schedule is based on entering the program during the fall quarter.

### Details

- Completion Award:** Certificate
- Length of Program:** 5 Quarters
- Program Code:** MLAMAC45

### Program Coordinator (contact with questions)

Rachel Pairsh (360) 417-6414  
 Office: K207 [rpairsh@pencol.edu](mailto:rpairsh@pencol.edu)

**Apply online:** [www.pencol.edu/GetStarted](http://www.pencol.edu/GetStarted)

## Notes



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### Program Description

The Peninsula College Medical Assisting program provides training for employment in medical offices, clinics, and other healthcare settings. Graduates are likely to find employment in these areas, while advanced degrees may provide access to a wider range of career opportunities in healthcare. Courses include medical terminology, anatomy and physiology, clinical skills, medical office administration, electronic medical records, and medical billing and coding. Medical ethics, patient safety, and patient care are taught throughout the program, as well as the rules and regulations mandated by HIPAA and OSHA. Technology skills are integrated to prepare students for medical office employment, including electronic billing and coding, book-keeping and accounting, and charting in patient records. Graduates are eligible to take their national exam in order to obtain their Washington State Department of Health Medical Assistant-Certified credentials.

Application to the program is required. Applicants who plan to begin the program Fall Quarter must submit their application packet by 5:00 pm on June 1st of the preceding Spring Quarter. Please visit [www.pencol.edu/medical-assisting](http://www.pencol.edu/medical-assisting) to access the application packet. Prospective Medical Assisting students should be aware of the fact that they will have to complete a background check and provide documentation of required immunizations prior to enrolling in medical assisting courses.

### Student Learning Outcomes

When this program is completed, the student will be able to:

- Function professionally in a legal and ethical manner as a medical assistant.
- Use medical terminology correctly.
- Effectively communicate with other healthcare team members, patients, and physicians.
- Procure and distribute both office and medical supplies.
- Manage paper and electronic documents in a medical office.
- Demonstrate proficiency with basic medical testing procedures.
- Display knowledge and use of techniques for asepsis, workplace safety, and risk management.
- Demonstrate knowledge and competency in ICD-9 and ICD-10 coding and electronic medical billing of multiple insurances.
- Follow laws and regulations regarding patient privacy and confidentiality.
- Format and generate various documents required in a medical office setting.
- Integrate the cognitive, psychomotor, and affective domain objectives into daily practice.

### Program Prerequisites

College-level skills in math and English are required before registering for communications and computation courses at Peninsula College. The placement test will help determine placement level if not known. Medical Assisting program prerequisites ENGL 90 Fundamentals of English, INFO 101 Research in Health and Social Science, and MATH 063/064 Intro to Algebra.

### Career Opportunities

The Medical Assisting program provides training for employment in medical offices, clinics, and other healthcare settings. Advanced degrees may provide access to a wider range of health career opportunities. The demand for medical assistants should remain strong over the next several years.

### Potential Positions and Earning

Potential positions include medical assistant and medical billing.

**For current employment and wage estimates, please visit and search for Medical Assistant:**

[www.bls.gov/oes](http://www.bls.gov/oes)

### Assessment

Students are required to place into the English and math/applied math courses required for the program. Learn more about placement options by visiting the Assessment and Placement website: <http://www.pencol.edu/placement-testing>

### Approximate Additional Costs

Books, uniforms, supplies and miscellaneous fees (per quarter) .....	\$300-\$700
MA-C credential application, national exam fees and background check fees .....	\$250-\$300
Insurance and immunizations fees .....	\$150-\$300
Total Additional Cost Estimate, excluding tuition .....	\$700-\$1300

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### Student Expenses

Costs are approximations only and do not include tuition or associated classroom/student fees.

Medical Assisting Program expenses, in addition to tuition, placement testing, or any other college-related fees or expenditures.	
Item	Estimated Cost
Uniforms: two sets of scrub pants and tops	\$40-\$70 per set
Shoes: leather or other puncture-resistant material, athletic or medical type	\$30-\$100 per pair
White laboratory coat (optional)	\$25-\$45 each
Analogue watch with sweeping second hand	\$20-\$50
Stethoscope	\$40-\$120
Textbooks	\$150-\$300 per quarter (prices determined by publisher, not medical assisting program)
National exam application fee	\$90-\$150
WA state DOH MA-C application fee	\$115-\$150
Background check for Program	\$44-\$55
Background check for WA state, if required	Varies; check DOH website

Membership dues for national credential	Varies; check appropriate website
Fees for Continuing Education credits	Varies; check appropriate website
Immunizations	Varies based on immunizations/titers needed
Insurance	Varies by individual carrier
Health and Liability Insurance ( <b>optional, but recommended prior to Practicum</b> )	Varies by individual carrier and type of coverage, but can range from \$35-\$150
Neither Peninsula College nor any affiliated clinical externship sites are responsible for the cost of medical care for injury or illness that occurs as a result of classroom, lab, or practicum activities.	