

The Career Certificate (C.C.) in Medical Assisting prepares students for a career in the multi-skilled field of medical assisting which includes instruction in the performance of basic clerical/medical office duties and clinical skills.

The Medical Assisting program seeks to provide quality education and training that promotes personal growth of the individual student and to develop skills necessary to succeed in the workplace.

<input checked="" type="checkbox"/> Task
<input type="checkbox"/> Complete an academic degree plan with your program advisor.
<input type="checkbox"/> Satisfy the career certificate graduation requirements.

Career Options

You will attain the knowledge and skills needed for such career options as Administrative and clinical assisting in primary and specialized medical facilities, Phlebotomy technician, and EKG technician.

Related Career Pathways include the following: Dental assisting, Registered Nurse, Medical records and health information technicians, Occupational therapy assistants, Physical therapist assistants, Psychiatric technicians, Radiologic technologists, Respiratory therapists, Health Care Administrator, Medical and Clinical Laboratory Technologist.

Application Procedure

This is a Limited Access program. In addition to the College's online application, applicants must complete the Medical Assisting program application. The application is available on the FSCJ Medical Assisting webpage at <https://fscj.edu/5648>. The application deadline is May 15 of each year with classes starting in the fall term.

Advising

(904) 997-2538 or medassist@fscj.edu.

Recommended Roadmap

This roadmap provides general guidance about recommended courses. For specific guidance about your individual academic degree plan, please see an advisor. Also refer to the College Catalog for additional information. **This program is offered for full-time student enrollment.**

Term 1

<input checked="" type="checkbox"/>	Course: Course Title	Contact Hours	Number of Weeks Per Course	Available Modalities
<input type="checkbox"/>	HSC 0003: Basic Healthcare Worker	90	3	On-Campus
<input type="checkbox"/>	MEA 0530C: Pharmacology for Medical Assisting	90	3	On-Campus
<input type="checkbox"/>	MEA 0506C: Administrative Office Procedures	90	3	On-Campus

Term 2

<input checked="" type="checkbox"/>	Course: Course Title	Contact Hours	Number of Weeks Per Course	Available Modalities
<input type="checkbox"/>	MEA 0002C: Introduction to Medical Assisting	250	8	On-Campus

Term 3

<input checked="" type="checkbox"/>	Course: Course Title	Contact Hours	Number of Weeks Per Course	Available Modalities
<input type="checkbox"/>	MEA 0581C: Clinical Assisting	230	7.6	On-Campus

Term 4

<input checked="" type="checkbox"/>	Course: Course Title	Contact Hours	Number of Weeks Per Course	Available Modalities
<input type="checkbox"/>	MEA 0501C: Medical Office Procedures	75	2.5	On-Campus
<input type="checkbox"/>	MEA 0521C: Phlebotomist, MA	75	2.5	On-Campus
<input type="checkbox"/>	MEA 0543C: EKG Aide, MA	75	2.5	On-Campus

Term 5

<input checked="" type="checkbox"/>	Course: Course Title	Contact Hours	Number of Weeks Per Course	Available Modalities
<input type="checkbox"/>	MEA 0573C: Laboratory Procedures	125	4	On-Campus

Term 6

<input checked="" type="checkbox"/>	Course: Course Title	Contact Hours	Number of Weeks Per Course	Available
<input type="checkbox"/>	MEA 0942: Practicum Experience	200	5	Off Site

Related Industry Certifications

Upon completion of this program, students will be prepared for the following certifications or licenses:

- Registered Medical Assistant Examination (RMA) offered by American Medical Technologists (AMT). Learn more about the RMA exam at americanmedtech.org/Certification/Get-Certified/tabs/1#eligibility-tab and AMT at americanmedtech.org.
- Certified Phlebotomy Technician (CPT) and Certified EKG Technician (CET) offered by the National Healthcareer Association (NHA). Learn more about CPT certification at [nhanow.com/certification/nha-certifications/certified-phlebotomy-technician-\(cpt\)](http://nhanow.com/certification/nha-certifications/certified-phlebotomy-technician-(cpt)), the CET certification at [nhanow.com/certification/nha-certifications/certified-ekg-technician-\(cet\)](http://nhanow.com/certification/nha-certifications/certified-ekg-technician-(cet)), and the NHA at nhanow.com.

Total Program Credit Hours

Students considering a Career Certificate in **Medical Assisting** should be aware that the program requires **1300** contact/clock hours that must be completed and documented. Students should also understand and accept the attendance requirements prior to enrolling in this Career Certificate program. This Career Certificate Medical Assisting clock-hour program is eligible for financial aid.

Important for You to Know

Test of Adult Basic Education: The Test of Adult Basic Education (TABE) is a major criterion in students' completion of the program. To earn the Career Certificate, students must achieve or surpass the [designated exit score\(s\) on the TABE](#) or qualify for a [TABE Waiver](#). Students with prior coursework, test scores or licensing may qualify for a [TABE Waiver](#) and can visit or contact any FSCJ [Assessment and Certification Center](#) to have the waiver processed and added to their individual student record. For students who do not meet the required TABE scores and who therefore need assistance to meet this exit requirement, the College offers remediation in basic skills through [Adult Education](#).

Upon acceptance to the program, students must:

1. Successful completion of the background and drug screening process will be required upon acceptance into the program.
2. A physical examination will be required upon acceptance into the program. Practicum experience is a required part of the Medical Assistant program. In order to participate in a medical office-based practicum, a student will be expected to submit health history information (physical), proof of immunizations, and proof of immunity. To ensure employability in the widest possible manner, all students are required to submit drug screening and criminal background check results and a physical exam upon acceptance into the Medical Assisting program.

Program Learning Outcomes

- Upon completing this program, students will be able to:
- Demonstrate knowledge of the healthcare delivery system and health occupations.
- Demonstrate the ability to communicate and use interpersonal skills effectively and understand legal and ethical responsibilities.
- Demonstrate proper use of medical terminology and apply basic math and science skills.
- Perform administrative, general office duties, and clinical skills.
- Demonstrate accepted professional, communication, and interpersonal skills as related to medical assisting.
- Recognize and practice safety, security procedures, and respond to emergency situations.
- Recognize and identify collection reagents supplies, equipment and interfering chemical substances and practice infection control following standard precautions.
- Demonstrate knowledge of and application use of medical instrumentation modalities, while performing the fundamentals of microbial control and use of aseptic and sterile techniques.
- Perform CLIA-waived diagnostic clinical laboratory procedures.
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- Demonstrate knowledge of pharmaceutical principles and administer medications.