

The Technical Certificate (T.C.) in Medical Assisting Specialist prepares students to perform medical assisting duties under the direction of a physician/practitioner.

Duties include preparing examination rooms, taking vital signs, assisting in minor surgical procedures, giving injections, performing venipuncture, assisting in laboratory operations, taking x-rays, and administering electrocardiograms. Medical assistants also learn to function in an administrative capacity, including patient communications, patient record maintenance, billing, scheduling appointments, ordering supplies, and processing insurance claims.

<input checked="" type="checkbox"/> Task
<input type="checkbox"/> Explore career resources at fscj.edu/student-services/career-development .
<input type="checkbox"/> Meet with your advisor each term.
<input type="checkbox"/> Satisfy the technical certificate graduation requirements.

Application Procedure

This is a **Selective Access program**. Students must follow the application procedure outlined in the current College Catalog.

Articulation

This certificate articulates directly into the Medical Assisting Advanced (2315) (A.S.) degree. Students may pursue one or more certificates to develop or upgrade their skills in a particular field or pursue the A.S. degree and earn technical certificates while completing the requirements for the degree. Contact an advisor to determine the career education path that is best for you.

Important for You to Know

This academic roadmap does not include **developmental education courses** in reading, writing, and/or mathematics that you may be required to take. Students who place into developmental education courses are required to complete designated developmental education courses with a grade of C or higher regardless of program of study. In addition, it does not include **MAT 1033: Intermediate Algebra**, which, for many students, is a prerequisite course for MAC 1105.

Advising

(904) 646-2300 or hcic@fscj.edu.

Sample Roadmap

This roadmap provides general guidance about required courses. For specific guidance about your individual academic degree plan, please see an advisor. Also refer to the College Catalog and class schedules for additional information. **Full-time students will refer to the term-by-term recommendations, and part-time students will take courses in the order listed.**

A minimum grade of C or higher must be achieved in all professional courses.

Course Recommended to be Completed Prior to Applying to the Program

Students who do not complete HSC 1531 prior to applying to the program will take HSC 1531 in with their first term courses.

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	HSC 1531: Medical Terminology (for Health Professions)	3	Varies

Term 1

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	MEA 1206C: Clinical Procedures I	4	Fall
<input type="checkbox"/>	MEA 1265C: Laboratory Procedures I	4	Fall
<input type="checkbox"/>	MEA 1303: Medical Office Management	5	Fall
<input type="checkbox"/>	SLS 1301: Career Planning and the World of Work	2	Varies

Term 2

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	MEA 1010C: Principles of Radiology I	2	Spring
<input type="checkbox"/>	MEA 1930: Special Topics I	1	Spring
<input type="checkbox"/>	MEA 1207C: Clinical Procedures II	4	Spring
<input type="checkbox"/>	MEA 1266C: Laboratory Procedures II	4	Spring
<input type="checkbox"/>	MEA 2030C: Pharmacology	3	Spring

Term 3

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	HIM 1260: Health Insurance Billing	2	Summer
<input type="checkbox"/>	MEA 2021: Disease Processes	4	Summer
<input type="checkbox"/>	MEA 2809: Practicum Experience	5	Summer
<input type="checkbox"/>	MEA 1931: Special Topics II	1	Summer

Total Program Credit Hours

The **Medical Assisting Specialist** T.C. program requires a **minimum of 44 credit hours**. Total program hours may vary based on the student's individual degree plan. Please see an advisor for individual guidance. This program is **eligible** for financial aid.