

# Program Curriculum

2024-2025

Pre-Req Semester	Course	Course Title	LEC Hrs	LAB Hrs	Credit Hours
	IM105	Keyboarding Skills	0	2	2
	AF Math	Fundamentals of Math	Varies	Varies	Varies
	AF English	Fundamentals of English	Varies	Varies	Varies

\*Obtain CPR certification

First	Course	Course Title	LEC	LAB	Credit Hours
	MA 100	Clinical Procedures for MA	3	3	4
	MA 109	Administrative Procedures, Coding and Billing for MA	2	0	2
	ENG 101	English Composition	3	0	3
	MCH 104	Accelerated Medical Terminology	3	0	3
	BIO 117	Human Body in Health and Disease	3	0	3

Second	Course	Course Title	LEC	LAB	Credit Hours
	MA 110	Medical Office Laboratory Procedures	3	4	5
	MA 115	Pharmacology for the MA	3	0	3
	PSY 110	Intro to Psychology	3	0	3
	MCH 100	Healthcare Informatics	2	0	2

Third Semester	Course	Course Title	LEC Hrs	LAB Hrs	Credit Hours
	MA 125	Externship and Seminar for MA **	2	12	4
		** 160 hour, unpaid externship			
<b>Program Total</b>					<b>32</b>



# MAC

## Medical Assistant Certificate

### About the Program

The Medical Assistant Certificate Program prepares students to work in physician's offices and other outpatient/ambulatory care centers performing administrative tasks, patient care, and managing the medical facility. Medical Assistants are multi-competent, multi-skilled professionals who perform a variety of tasks in the medical setting. As a Medical Assistant, the professional must keep up with changes in healthcare and medical practice organizations. The complexity of a modern medical practice requires skilled individuals competent in both administrative and clerical duties.

### Accreditation

The Cincinnati State Technical and Community College, Medical Assisting Certificate Program (*Clifton Campus*) located at 3520 Central Parkway Cincinnati, Ohio 45223 is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 2339 N. California Ave. #47138 Chicago, IL 60647

### Starting Salaries

Approximately \$15.00-\$18.00 per hour

### Admission to the Program

You may enroll in the program if you are a graduate of an accredited high school or have evidence of high school equivalency by GED scores. In addition to meeting the requirements for admission to the college, you must meet the prerequisite requirements for the Medical Assistant Certificate program.

Prerequisite course are offered every semester, however, the program technical courses (MA-XXX) start every Fall and Spring semester. Technical courses can not be taken out of sequence. The program accepts 60 students per year.

### Credentials

After completing the program, students may apply for the certification Exam (CMA) through the American Association of Medical Assistants (AAMA). <http://www.aama-ntl.org/> Or the Registration Exam (RMA) through American Medical Technologist (AMT). <https://americanmedtech.org/>

Graduation from the Certificate program is not contingent upon passing the external certification exam.

## Estimated Costs

- Tuition:
  - Ohio: Approximately \$6,857 (books and lab fees included)
  - Out-of-state: Approximately \$11,553 (books and lab fees included)
- Textbooks: Approximately \$850.00
- Lab fee: \$300
- Transportation, parking fee \$5.00 per day/\$75.00 per semester for campus fee. Clinical Site fee if applicable
- Supplemental fee: AAMA certification exam \$125
- Technology fee: \$37.50 per semester
- Registration fee: \$9.00 per semester
- Facility fee: \$9.00 per credit hour up to a maximum of \$82.50
- **Physical exam, with immunizations**
- Scrubs (costs vary)
- CPR certification prior to technical courses (BLS Provider or Healthcare Provider)
- **Background check and Proof of Health Insurance prior to starting technical courses**

## Financial Aid:

Students are advised to work closely with a Financial Aid advisor, and are cautioned to be aware of Financial Aid limits prior to enrolling in coursework not listed in the curriculum.

## Program Advisors

Students not yet admitted to the college are assisted by the Admissions Office, please call 569-1544.

Advisors in the Health & Public Safety division assist students interested in Medical Assistant Certificate program. Please call the division at 513-569-1670 to schedule an appointment.

## Background Checks/Licensure Eligibility

All students are subject to background checks which must be completed as part of the clinical placement process. Students who have been convicted of felonies and/or misdemeanors are required to contact the program chair before entering the program. Students convicted of possession and/or distribution of controlled substances or who have positive drug screens for non-prescribed controlled substances while enrolled in the program will be automatically dismissed.

## Program Statistics

	2022	2021	2020	2019	2018	5 year Cumulative
Graduate Satisfaction	100%	100%	100%	100%	100%	100%
Job Placement	84%	85.71%	100%	90%	89.47%	87.85%
Employer Satisfaction	100%	100%	100%	80%	100%	96%

## Program Prerequisite Requirements

1. High school diploma or GED (college transcripts can also be submitted for transfer of applicable credit)
2. Keyboarding/typing competency of 20 wpm
3. College level placement in reading, writing and math

**FYE XXX- All degree-seeking students must complete a First Year Experience (FYE) course as part of the first 12 credit hours taken as Cincinnati State**

- \* Please check the college catalog for a listing of possible prerequisites to curriculum courses.
- \* Check your college email at least weekly as it is the official mode of communication for the program and the college.

## Program Chair

### Professor Patricia Christos, CMA-AAMA BA. Ed

Has overall responsibility for the program and students enrolled in the programs technical courses.  
 patricia.christos@cincinnatiatstate.edu  
 513-569-1671

### Instructors:

#### Tiffani Behymer ASHS. STNA, CMA-AAMA

tiffani.behymer@cincinnatiatstate.edu  
 513-569-5713

### Adjunct instructors:

#### Carley Taylor ASHS. HUC. CMA-AAMA

carley.taylor@cincinnatiatstate.edu

#### Patti Ramsey, RN., CPhT., CHW., MSHS., RMA-AMT

patti.ramsey@cincinnatiatstate.edu

<https://www.cincinnatiatstate.edu/academics/degree-certificate/medical-assistant-certificate-mac/>

## Key Components

### The clinical duties of medical assistants include:

- ◆ Preparing patients for and assisting the physician with examinations and treatments
- ◆ Measuring and recording vital signs
- ◆ Taking and recording medical histories
- ◆ Sterilizing instruments
- ◆ Collecting laboratory specimens and samples
- ◆ Performing diagnostic tests
- ◆ Administering medications.
- ◆ Assisting with minor office surgery
- ◆ Performing cardiopulmonary testing
- ◆ Performing laboratory testing in urinalysis, hematology, and microbiology

### The administrative duties include:

- ◆ Patient reception
- ◆ Obtaining patient data
- ◆ Establishing and maintaining confidential medical records
- ◆ Preparing correspondence and reports
- ◆ Handling telephone calls
- ◆ Scheduling and receiving patients
- ◆ Purchasing supplies and maintaining equipment
- ◆ Coding patient diagnoses and treatments for insurance reimbursement
- ◆ Maintaining office accounts, fees and collections
- ◆ Office and personnel management
- ◆ Computer applications
- ◆ Completing patient transactions, such as billing and collections