

MEDICAL ASSISTANT, CERTIFICATE (428)

Admission to the Medical Assistant Certificate Program

Certificate in the Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org (<https://www.caahep.org>)) upon the recommendation of MAERB (Medical Assistant Education Review Board)

Commission on Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
727-210-2350 www.caahep.org (<https://www.caahep.org>)

The admission process is designed to admit students who are most likely to be successful in the academically challenging medical assistant curriculum and to do so in an impartial manner. The process includes prerequisite requirements and an admission procedure.

Students may earn a certificate in Medical Assisting or complete the support courses and earn an Associate of Applied Science in Medical Assisting. Please contact an advisor for more information.

1. A Request for Admittance into the MA Program must be received by June 1st by the Coordinator of Nursing & Allied Health to be considered for admission to the MA Program.
2. When the Request for Admittance is received and application materials and entrance exam results are on file, the selection committee (Dean of Nursing and Allied Health and faculty) will make the decision regarding admission. Incomplete folders will not be reviewed.
3. All individuals are welcome to apply for the Highland Community College Medical Assistant Program, but we accept all in-district students who qualify and meet our criteria first. If there is space

available, out-of-district applicants will be reviewed for admittance into the program. For the MA program, in-district is defined as "students who meet the residency requirements and/or work 20 or more hours a week in our district."

Requirements

Code	Title	Hours
Core Curriculum		
NURS 120	MA Clinical Procedures I	6
NURS 121	MA Clinical Procedures II	6
NURS 123	MA Externship	6
NURS 126	Admin Procedures in Hlth Care	4
NURS 128	Admin Procedures II	4
NURS 103	Pharmacology	3
NURS 188	Pathophysiology	3
Total Hours		32

- Please note that core Medical Assistant classes designated with the NURS prefix follow a different grading scale requiring an 80% to successfully complete the course and continue on in the Medical Assistant program.
- The curriculum is planned sequentially so that if a student drops, withdraws from, or fails any core course, he/she will need to withdraw from the Medical Assistant Program.

Program Outcomes

Program Contacts

Call Highland at 815-235-6121 for the following program contacts:

- Stephanie Eymann, DNP, RN, Dean of Nursing and Allied Health, 815-599-3439
- Alicia Kepner, Nursing and Allied Health Coordinator, 815-599-3657
- Beth Groshans, Student Advisor, 815-599-3483