

MEDICAL ASSISTANT - CERTIFICATE

Overview

Limited Entry Program

See Department website and program contacts here (<https://www.mhcc.edu/education-options/degrees-certificates/medical-assistant/index/>)

The **Medical Assistant certificate** is designed for students seeking careers in healthcare office and clinical settings. The curriculum combines administrative and clinical healthcare training to prepare students to support physicians and healthcare teams in medical offices, clinics, and related healthcare environments.

Coursework includes topics such as **patient care, vital signs, medical records, laboratory procedures, injections, electrocardiograms (EKGs), scheduling, insurance processing, and healthcare office procedures.** Students develop practical clinical and administrative skills used to support patient care and daily healthcare operations.

The Medical Assistant program is workforce-focused and prepares students for entry-level employment in medical offices, clinics, and outpatient healthcare settings. Students learn both clinical and administrative responsibilities commonly performed by medical assistants in healthcare environments.

Because this is a limited entry program, students should review application requirements carefully and work with program advisors regarding eligibility, prerequisite completion, and program planning.

Students must select **Medical Assistant** as their major in order to enroll in program coursework.

Students are encouraged to work with an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to ensure appropriate course selection and program planning based on their educational background and career goals.

Refer to the tabs above for additional information about:

- **Education Plan** – provides a sample term-by-term sequence of courses
- **How to Apply** – details the steps required to apply to the program
- **Career Info** – includes information on potential occupations, employment trends, and earnings

Program Learning Objectives

At the completion of this program, students should be able to:

- Perform essential administrative and clinical tasks in an ambulatory care setting.
- Apply critical thinking and problem-solving skills in routine medical office situations.
- Communicate professionally with patients, providers, and healthcare team members.
- Demonstrate foundational knowledge in medical terminology, calculations, and healthcare concepts.
- Practice safely and professionally, adhering to legal, ethical, and regulatory standards.

- Meet program competencies required for successful national certification.
- Take a patient’s info and medical history.
- Prepare patients for exams.
- Assist the doctor during an exam.

Education Plan

This sample Education Plan illustrates one possible course sequence. Students should consult an advisor (<https://www.mhcc.edu/student-resources/academic-advising/>) to create a personalized plan.

Admission Requirements

All students must complete the following to be admitted to the program:

- Pass a criminal background check.
- Submit required immunization records.
- Pass a drug screen as directed by the program.

Registration Requirements

In order to register for first term courses, students must meet the following registration requirements:

- Placement into WR115+, or completion of WR090.
 - Students must be fluent in reading and writing English without the use of translation devices to ensure effective communication in patient care settings.
- Placement into MTH065+, or completion of MTH058 or MTH060 (or higher).
- Completion of BA131 Introduction to Business Computing.
 - Before starting the program, students must have foundational computer application skills (MS Word, PowerPoint, Outlook, etc.) and be comfortable navigating digital systems. Students who are not familiar with computer applications must complete BA131 and earn a grade of "C" or higher. Students who are already proficient in computer applications and online learning are not required to take BA131.
 - During the first week of the program in summer term, students will be assessed on basic computer navigation skills. Those who are unable to demonstrate proficiency will be required to take BA131.

First Quarter		Credits
Summer		
MA110	Fundamentals for the Administrative Medical Assistant	3
MA112	Introduction to Clinical Procedures	1
MA140	Understanding Medical Insurance	3
MA213 or MO111	Medical Terminology for the Medical Assistant or Medical Terminology	2-4
BI100	Survey of Body Systems ¹	4
Credits		13
Second Quarter		
Fall		
MA136	Medical Documentation	3

MA210	Fundamentals of the Clinical Medical Assistant	6
MA210L	Medical Assistant Clinical Procedures Lab	4
Credits		13
Third Quarter		
Winter		
MA111	Communication Skills in Healthcare	3
MA214	Medical Assistant Clinical Practicum	7
MA215	Review for Medical Assistant Certification Exam	2
Credits		12
Total Credits		38

¹ Students who elect to take an Anatomy and Physiology course series as part of their program requirements must complete the full sequence prior to the end of the program in order to meet graduation eligibility.

Awarding Requirements

The following requirements(s) must be fulfilled to be awarded the Medical Assistant Certificate:

- All courses must be completed with a grade of “C” or higher.
- All courses must be taken in the prescribed sequence stated above.

How to Apply

The **Medical Assistant** program is a limited-entry program. The program begins once each year during the summer term. Students must meet program eligibility requirements before enrolling in first-term Medical Assistant coursework.

View current admissions requirements and program information (<https://www.mhcc.edu/education-options/degrees-certificates/medical-assistant/>)

Application Steps

Step 1: Apply to MHCC

Students should apply for admission to Mt. Hood Community College and select **Medical Assistant** as their major. Students needing assistance with changing their major should contact Academic Advising.

Step 2: Meet Placement Requirements

Students must meet placement or prerequisite requirements in writing and mathematics prior to beginning the program.

- Writing: placement into WR 115 or higher, or completion of WR 090
- Mathematics: completion of MTH 058 or MTH 060, or placement into MTH 065 or MTH 098

Students unfamiliar with Microsoft Word, PowerPoint, and Outlook are encouraged to complete BA 131 before beginning the program. :contentReference[oaicite:0]{index=0}

Step 3: Meet Age and Technical Standards

Students must be at least 18 years old by the start of the third term of the program and must be able to meet Medical Assistant technical standards related to physical, visual, auditory, communication, and cognitive abilities required in healthcare environments. :contentReference[oaicite:1]{index=1}

Step 4: Complete Program Compliance Requirements

During the first term of the program, students must complete required healthcare compliance requirements at the direction of the program coordinator.

- Criminal background check
- 10-panel drug screening
- Tuberculosis screening
- Required immunizations

Additional Information

Admission to Mt. Hood Community College does not guarantee continued enrollment in the Medical Assistant program. MHCC reserves the right to modify admission requirements and program expectations.

Students are encouraged to work closely with an advisor regarding educational planning, prerequisite completion, and healthcare program requirements.

Career Information

Explore potential careers related to this program, including typical job roles, employment trends, and projected growth. This information can help you better understand how your education may align with future career opportunities.