

# PRIDE. CHALLENGE. ACHIEVEMENT.

CREDENTIAL YEAR 2017-18

## MEDICAL ASSISTING

### Credentials

Medical Biller/Receptionist skills certificate	16 cr.
Physician Office Medical Transcription skills certificate	17 cr.
Phlebotomy skills certificate	17 cr.
Medical Assisting certificate	35 cr.

### Major Description

Schoolcraft's nationally accredited medical assisting program will prepare you for both the care-giving and administrative aspects of the growing healthcare field. The program offers four certificate options:

- The medical assisting certificate objective is to prepare competent, entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- The medical biller/receptionist skills certificate can lead to a career in a variety of healthcare facilities, providing organizational and operational support.
- The phlebotomy skills certificate program will teach students how to draw blood through the venipuncture method, preparing them for employment as a phlebotomist in a doctor's office, clinic or healthcare facility.
- With a physician office medical transcription skills certificate, students will prepare to handle the various job duties of a transcriptionist, including preparing medical letters, chart notes, consultations, history, physicals, discharge notes and initial office evaluations.

### National Media Salaries for Medical Assisting-related positions (source: US BLS)

Medical Assistant: \$29,370

Medical Biller/Receptionist: \$31,350

Phlebotomist: \$29,730

### Medical Biller/Receptionist Skills Certificate

Schoolcraft program code # CRT.00350

The medical biller/receptionist certificate prepares the student to answer telephones, route calls, greet visitors, respond to inquiries from the public, perform medical insurance billing and provide information about the healthcare facility. Job opportunities are in medical offices, hospitals, clinics, health-related facilities, urgent care centers, and surgical centers.

All courses are not offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them. Students who satisfactorily complete the program requirements qualify for a certificate of program completion. All program required courses must have been completed with a grade of 2.0 or better.

### SAMPLE SCHEDULE OF COURSES

#### First Year—Fall Semester

#### First Year—Winter Semester

CIS 120	Software Applications	3	MA 155*	Medical Insurance Billing	3
HIT 104*	Medical Terminology	4	MA 140*	Medical Office Procedures	3
MA 134*	Medical Insurance Coding	3		<b>Total Credits</b>	<b>6</b>
	<b>Total Credits</b>	<b>10</b>			

### PROGRAM TOTAL 16 CREDITS

\*Courses apply to the medical assisting program.



It is the policy of Schoolcraft College that no person shall, on the basis of race, religion, color, gender, age, marital status, disability, sexual orientation, and/or national origin, be subjected to discrimination during or be excluded from participating in or be denied the benefits of any program or activity or in employment.



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## Medical Assisting - Phlebotomy Skills Certificate

Schoolcraft program code # CRT.00325

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The phlebotomy certificate prepares the student for employment as a phlebotomist with job opportunities in a medical office, clinic or healthcare facility. The phlebotomist is trained to draw blood through a method called venipuncture. A venipuncture is performed when a large specimen of blood is needed for testing.

All courses are not offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them. Students who satisfactorily complete the program requirements qualify for a certificate of program completion. All program required courses must have been completed with a grade of 2.0 or better.

### SAMPLE SCHEDULE OF COURSES

#### First Year—Fall Semester

#### First Year—Winter Semester

BIOL 105*	Basic Human Anatomy and Physiology	4	MA 140*	Medical Office Procedures	3
HIT 104*	Medical Terminology	4	CIS 105	Computer Orientation	1
MA 115	Phlebotomy	3	MA 160**	Phlebotomy Internship	2
	<b>Total Credits</b>	<b>11</b>		<b>Total Credits</b>	<b>6</b>

### PROGRAM TOTAL 17 CREDITS

\*Courses apply to the medical assisting program.

\*\*MA 160 is not required to obtain the Phlebotomy Skills Certificate. If your major is Phlebotomy, you are strongly encouraged to complete the course in order to obtain eligibility to take the National Center for Competency Testing certification Exam.

All courses may be applied toward the associate in general studies degree.

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## Physician Office Medical Transcription Skills Certificate

Schoolcraft program code # CRT.00330

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The physician office medical transcription certificate prepares the student for employment as a transcriptionist with job opportunities in a medical office, clinic, or physician office. The physician office transcriptionist is responsible for typing medical letters, chart notes, consultations, history, physicals, discharge notes, and initial office evaluations.

All courses are not offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them. Students who satisfactorily complete the program requirements qualify for a certificate of program completion. All program required courses must have been completed with a grade of 2.0 or better.

### SAMPLE SCHEDULE OF COURSES

#### First Year—Fall Semester

#### First Year—Winter Semester

BIOL 105*	Basic Human Anatomy and Physiology	4	HIT 114*	Pharmacology for Health Professionals	2
HIT 104*	Medical Terminology	4	MA 140*	Medical Office Procedures	3
OIS 100	Keyboarding I	2	MT 108	Physician Office Transcription	2
	<b>Total Credits</b>	<b>10</b>		<b>Total Credits</b>	<b>7</b>

### PROGRAM TOTAL 17 CREDITS

\*Courses apply to the medical assisting program.

All courses may be applied toward the associate in general studies degree.

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## Medical Assisting Certificate

Schoolcraft program code # 1YC.00026

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The medical assisting certificate objective is to prepare competent, entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program is designed to coordinate classroom and laboratory experience with practical experience in a healthcare facility such as the physician's office. Medical assistants are multi-skilled allied health professionals who perform a wide range of roles in physicians' offices, clinics and other healthcare settings. They are proficient in a multitude of clinical and administrative tasks and are widely viewed by doctors as vital members of the healthcare delivery team. Students are required to achieve a grade of 2.0 or better for all HIT and MA courses. Academic and medical assisting courses must be completed by the end of the winter semester to be eligible for placement in the Office Practicum offered in the spring. The Office Practicum is an externship that is structured to provide experiences in applying knowledge, in performing administrative and clinical procedures and in developing professional attitudes for interacting with other professionals and consumers in a healthcare facility.

All courses are not offered each semester. Students should work with an academic advisor or counselor to develop a schedule that will work for them. Students who satisfactorily complete the program requirements qualify for a certificate of program completion.

"The Medical Assisting Program of Schoolcraft College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB)." Graduates are eligible to take the Certified Medical Assistant (CMA) examination conducted by the certifying board of the American Association of Medical Assistants.

**This program requires a special admissions process. Contact the Admissions and Welcome Center at 734-462-4426 or [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu) to complete an application.**

### SAMPLE SCHEDULE OF COURSES

#### Admission Prerequisites

BIOL 105	Basic Human Anatomy and Physiology	4
HIT 104	Medical Terminology	4
	<b>Total Credits</b>	<b>8</b>

#### First Year—Fall Semester

MA 134	Medical Insurance Coding	3
MA 140	Medical Office Procedures	3
MA 115	Phlebotomy	3
CIS 120	Software Applications	3
	<b>Total Credits</b>	<b>12</b>

#### First Year—Winter Semester

MA 175*	Medical Laboratory Techniques	3
MA 180*	Medical Office Clinical Procedures	4
MA 155	Medical Insurance Billing	3
HIT 114	Pharmacology for Health Professionals	2
	<b>Total Credits</b>	<b>12</b>

#### First Year—Spring Session

MA 195	Office Practicum	3
	<b>Total Credits</b>	<b>3</b>

### PROGRAM TOTAL 35 CREDITS

\*Courses open only to students who are officially admitted to the medical assisting program.

Note: Students must begin MA 195 within six months of completing MA 175 & MA 180.

For more information about accreditation please contact:

Commission on Accreditation of Allied Health

Education Programs (CAAHEP)

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

727-210-2350

[mail@caahep.org](mailto:mail@caahep.org)

[www.caahep.org](http://www.caahep.org)