



CROWDER COLLEGE



Certificate

CERTIFIED MEDICAL ASSISTANT

The medical profession is rapidly changing, and with these changes come the need for highly skilled support personnel. Medical assisting has become one of the fastest growing careers in healthcare. The Certified medical assisting certificate program prepares students for employment as a Certified Medical Assistant and provides the students with a career path into the Certified Medical Assisting AAS degree.

Certified medical assistants work in physicians' offices, clinics, hospitals, or other healthcare facilities. They perform physician support services that help ensure medical facilities run smoothly. Some of these duties include scheduling appointments, answering telephones, billing insurance companies, preparing treatment rooms for patient examinations, recording medical information and test results, conducting patient interviews, taking and recording vital signs, collecting specimens, and administering medication under physician supervision.

At the completion of the program, the student will sit for the Certified Medical Assistant National Exam.

Potential Careers

- Certified Medical Assistant

Salary

For salary and wage information, visit missourieconomy.org or bls.gov

Contact

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CERTIFIED MEDICAL ASSISTANT

SUGGESTED PLAN OF STUDY



First Semester (fall)

COLL	101	College Orientation	1
CNA	106	Phlebotomy	3
MEDA	101	Intro to Medical Assisting	3
MEDA	102	Math App. & Med Administration	2
MEDA	103	Medical Assisting Science I	4
MEDA	104	Clinical Medical Assisting I	2
MEDA	105	Admin. Medical Assisting I	2

TOTAL HOURS 17

Second Semester (spring)

MEDA	203	Medical Assisting Science II	4
MEDA	204	Clinical Medical Assisting II	3
MEDA	205	Admin. Medical Assisting II	3
MEDA	206	Medical Assisting Internship	5
MEDA	207	Medical Assisting Critique	1

TOTAL HOURS 16

TOTAL HOURS REQUIRED 33

For current catalog, visit www.Crowder.edu/Academics/Course-Catalogs. This Suggested Plan of Study is based on course offerings at the Neosho campus and online. Adjustments in scheduling may need to be made based on other campus course offerings. This is just one possible plan. The length of time to complete the program may vary for each student. In addition, based on placement results, individuals may need to take additional courses for academic remediation.

Getting Started

- **Complete an Application for Admission**—\$25 application fee must accompany your application. Applications may be completed online by clicking the **Apply Now** link at www.Crowder.edu.
- **Take a Placement Exam**—(COMPASS or ACT) COMPASS is a computerized placement exam that will help your academic advisor place you in the correct English, Reading and Math classes. Call 417-455-5433 or any off-campus site to schedule a testing time. For more information concerning COMPASS, please visit our website.
- **Review the Schedule of Classes**—This will give you a chance to become familiar with the types of classes Crowder College has to offer. Check out the Course Schedules under the Academics tab on the “My Crowder” link at www.Crowder.edu.
- **Enroll During Open Enrollment**—Check the website or Announcements for current dates.
- **Provide Your Academic History** -Have your high school transcript or GED scores, plus any previous college transcripts, sent to our Records Office.
- **Make Payment Arrangements**—Payment arrangements must be made by the first day of regular enrollment: cash, payment plan, scholarship, or financial aid. Apply for financial aid online at www.fafsa.gov, Crowder College School Code: 002459. All A+ Program and CAMP students must complete the FAFSA.
- **Financial Aid**—Various forms of financial aid are available to qualified students including scholarships, loans and grants. Scholarship information and applications are available on the Crowder College website: www.crowder.edu. Students may complete the Free Application for Federal Student Aid online at: www.fafsa.gov